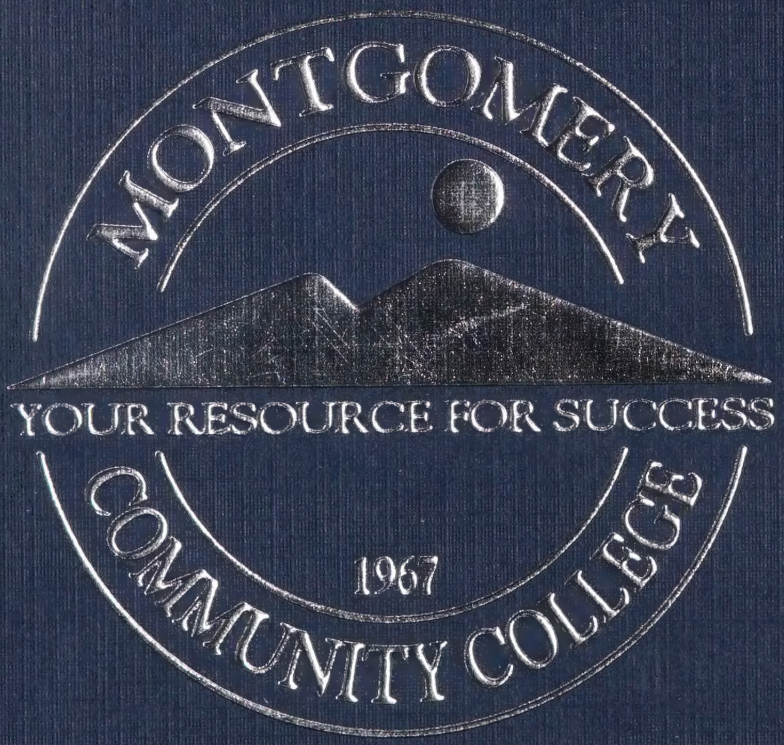
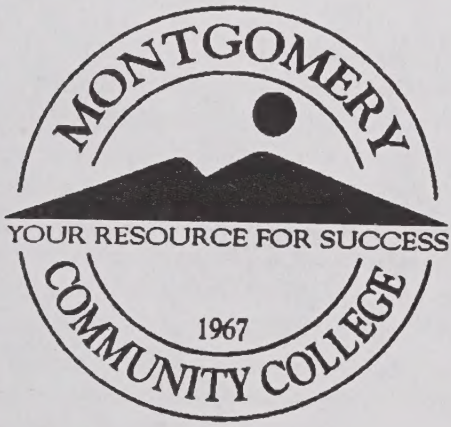
Montgomery Community College



2001-2003 CATALOG

MONTGOMERY
YOUR RESOURCE FOR SUCCESS
1964
COMMUNITY COLLEGE

Montgomery Community College
2001-2003 Catalog



Accredited by
Southern Association of Colleges and Schools
Commission on Colleges
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2001-2003 GENERAL CATALOG

Montgomery Community College issues this catalog to furnish information about the institution and its programs. The College makes every effort to meet the needs and desires of its students. However, special circumstances may require the College to cancel classes or programs due to insufficient enrollment or funding. Montgomery Community College reserves the right to make such decisions as warranted. Therefore, the provisions set forth in this publication are not to be regarded as an irrevocable contract between the student and the College. The College also reserves the right at any time to request that a student withdraw when such action is considered to be in the best interest of the student or the institution.

Message from the President

Welcome to Montgomery Community College! Whether you are a native to this area or a newcomer, you can easily see that Montgomery County, a golden opportunity, is just as those words describe. What a beautiful county with its lakes, its Uwharrie Mountains, its sandy countryside, its farmlands and gentle rolling valleys and hollows. The people of the county are just as wonderful as the land the county encompasses. They have a caring spirit, a passion for living, and a love of their families, their faith, and the area in which they live.

Montgomery Community College so strongly resembles the character of our county, starting with the best staff, faculty and student body to be found. The students work very hard to achieve their educational dreams and give of themselves to the activities and efforts of the College. The faculty and staff have a strong passion for their work, a love for the students, and a caring and faithful spirit that carries them through their many responsibilities and activities.

A variety of services and programs are available for all individuals. Unique programming to our area includes our pottery, taxidermy, forestry, and gunsmithing, while students may also study the associate in science or arts programs, along with numerous associate in applied science programs of study such as business administration, early childhood, emergency medical science and information technology. Services are also available for those seeking new skills, for those needing English as a second language, dislocated workers, industries needing technology training for employees, and those needing literacy assistance.

We look forward to serving you, our students, whether you are in the classroom or reaching your educational goal through distance learning. The faculty and staff of MCC are committed to providing quality educational instruction, training and support to help you achieve your educational dream. Thank you for giving us such a wonderful opportunity.

Mary P. Kirk
President

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2001- 2002 Academic Calendar

Fall Semester 2001

August 13 ..... Registration
August 20 ..... Classes Begin
August 29 .. Last Day for Tuition Refund
September 3 ..... Labor Day Holiday
October 8 & 9 ..... Fall Semester Break
October 17 ..... Mid-Term
November 14 ..... Last Day to Withdraw with a Grade of "W"
Nov. 14 ... Registration/Current Students
November 20-24 ... Thanksgiving Holiday
December 12-18 ..... Final Examinations

Spring Semester 2002

January 7 ..... Registration
January 10 ..... Classes Begin
January 21 .. Martin Luther King Holiday
January 22 .. Last Day for Tuition Refund
March 13 ..... Mid-Term
March 5-9 ..... Spring Break
April 1 -6 ..... Easter Break
April 17 ..... Last Day to Withdraw with a Grade Of "W"
April 17 ... Registration/Current Students
May 9-15 ..... Final Examinations
May 17 ..... Graduation

Summer Session 2002

May 20 ..... Registration
May 27 ..... Memorial Day Holiday
May 28 ..... Classes Begin
June 6 ..... Last Day for Tuition Refund
June 24 ..... Mid-Term
July 1-6 ..... Independence Holiday
July 15 .... Registration/Current Students
July 15 ..... Last Day to Withdraw with a Grade Of "W"
July 23-29 ..... Final Examinations

2002-2003 Academic Calendar

Fall Semester 2002

August 12 ..... Registration
August 19 ..... Classes Begin
August 28 .. Last Day for Tuition Refund
September 2 ..... Labor Day Holiday
October 7 & 8 ..... Fall Semester Break
October 16 ..... Mid-Term
November 13 ..... Last Day to Withdraw with a Grade Of "W"
Nov. 13 ... Registration/Current Students
November 26-30 ... Thanksgiving Holiday
December 11-17 ..... Final Examinations

Spring Semester 2003

January 6 ..... Registration
January 9 ..... Classes Begin
January 20 .. Martin Luther King Holiday
January 21 .. Last Day for Tuition Refund
March 4-8 ..... Spring Break
March 12 ..... Mid-Term
April 9 ..... Last Day to Withdraw with a Grade Of "W"
April 9 .... Registration/Current Students
April 21-26 ..... Easter Break
May 8-14 ..... Final Examinations
May 16 ..... Graduation

Summer Session 2003

May 19 ..... Registration
May 26 ..... Memorial Day Holiday
May 27 ..... Classes Begin
June 5 ..... Last Day for Tuition Refund
June 23 ..... Mid-Term
June 30 - July 5 ... Independence Holiday
July 14 .... Registration/Current Students
July 14 ..... Last Day to Withdraw with a Grade Of "W"
July 22-28 ..... Final Examinations

Note: Schedule changes are permitted for the first two class days of each term.

The College

HISTORY OF MONTGOMERY COMMUNITY COLLEGE

The State Board of Education issued a charter to Montgomery Technical Institute on September 7, 1967. As directed by law, eight members were appointed to the Board of Trustees. In November 1967, administrative and teaching personnel were employed. Extension classes were conducted in 1967-68, and full-time curriculum students were accepted in August 1968. The institution's first students were graduated in June 1969. Adult Basic Education and adult high school diploma programs began in October 1968. In June 1968, a building on Page Street in Troy was occupied as a temporary location of Montgomery Technical Institute.

On June 3, 1971, the State Board of Education approved Montgomery Technical Institute as a charter technical institution, effective July 1971. In compliance with law, four additional trustees were appointed by the Governor on December 1, 1971. Responsibility for local control of the College was given to the Board of Trustees, including the President of the Student Government Association who serves as an ex-officio member of the Board of Trustees.

In October 1975, the citizens of Montgomery County passed a bond issue authorizing the construction of a new campus of 64,000 square feet of space on a 149 acre tract of land. The State Board of Education Department of Community Colleges accredited Montgomery Technical Institute on December 7, 1978, and on December 19, 1978, the Southern Association of Colleges and Schools affirmed its accreditation. The Commission of Colleges of the Southern Association of Colleges and Schools reaffirmed the Institute's accreditation on December 19, 1983.

Montgomery Technical Institute became Montgomery Technical College in 1983 in accordance with legislative and board approval, and in September 1987, the Board of Trustees and Montgomery County Commissioners voted for the name to be officially changed to Montgomery Community College as authorized by the North Carolina General Assembly. On December 19, 1993, the Commission on Colleges of the Southern Association of Colleges and Schools reaffirmed Montgomery Community College's accreditation to offer associate degrees, diplomas, and certificates.

The College

The Montgomery Community College campus now includes facilities of approximately 125,000 square feet on 153 acres of land. The most recent addition to the campus is the newly constructed Business, Industry, Technology Resource Center. The new building was financed by $2.6 million in matching funds from the state through a statewide bond referendum passed by local citizens and North Carolina voters in 1992. The Montgomery County School Board voted in 1994 to transfer approximately four acres of land to Montgomery Community College to be used for the new facility and parking.

The Business, Industry, Technology Resource Center contains 44,800 square feet of floor space utilized for an electronic library, a totally interactive classroom to transmit and receive real-time voice, video, and data on the North Carolina Information Highway (NCIH), and classrooms/laboratories. The Center is designed to serve as a facilitation site for training both on campus and within a work place, and employers can utilize the Center for training all levels of staff.

ACCREDITATION

Montgomery Community College is fully accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates. The Associate in Applied Science Degree in Medical Assisting is also accredited by the American Association of Medical Assistants; and the Practical Nursing Diploma Program is approved by the North Carolina Board of Nursing. Graduates of the Basic Law Enforcement Training Certificate Program are qualified to take certification examinations mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or the North Carolina Sheriffs' Education Training Standards Commission.

THE MONTGOMERY COMMUNITY COLLEGE FOUNDATION

The Montgomery Community College Foundation is a nonprofit organization whose purpose is to monetarily support the College's students and educational programs by providing resources above and beyond the minimal basic operating funds. The Foundation is organized to receive gifts of money and/or property through contributions from individuals, businesses, industries, civic organizations, and fund raising events. The Foundation is governed by a Board of Directors consisting of community leaders from across Montgomery County. These Directors review and plan the Foundation's operations; manage the gifts and funds, including investments; and approve the disbursement of all Foundation monies.

NON-DISCRIMINATION STATEMENT

Montgomery Community College has filed with the federal government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulations issued thereunder. Under the Assurance, Montgomery Community College is committed not to discriminate against any person on the grounds of race, creed, color, sex, age, handicap, or national origin in the admission policies and practices relating to the treatment of students and other individuals, including the provision of services, financial aid, and other benefits, and including the use of any building, structure, room, space, materials, equipment, facility or other property

MISSION AND GOALS

Montgomery Community College is a comprehensive, public two-year college and member institution of the North Carolina Community College System. The College has developed and implemented formal planning and evaluation procedures in order to meet the needs of the students and the community. All planning at the College begins with the mission statement, and all goals, objectives, and activities are linked to the mission statement.

MISSION STATEMENT

The mission of Montgomery Community College is
to provide quality educational opportunities
including basic skills, occupational, Associate and pre-baccalaureate programs;
to support economic development by offering workforce training and retraining;
and through its personalized services,
improve the quality of life for individuals and the community.

COLLEGE GOALS

GOAL 1:

Develop and implement ***instructional programs and services,*** both traditional and distance learning offerings, that are consistent with the assessed needs of the constituent groups in the College's service area and with state and national standards, including training and retraining of the workforce.

GOAL 2:

Utilize ***technology*** to provide information services that support quality, personalized instruction.

GOAL 3:

Provide ***facilities*** for student learning that capitalize on state-of-the-art instructional applications.

GOAL 4:

Insure that services are provided to industry, small businesses, and other ***community initiatives*** to facilitate economic growth.

GOAL 5:

Provide an environment that supports employing and retaining a quality ***faculty and staff*** and promotes enhanced student learning, achievement, and development.

GOAL 6:

Maintain overall ***fiscal stability***.

GOAL 7:

Maintain an on-going program that insures continual improvement and a high standard of ***institutional effectiveness,*** consistent with the expectations of governing and accrediting agencies.

North Carolina Community College System Performance Measures

In 1999, the North Carolina State Board of Community Colleges adopted 12 performance measures for accountability. This action was in response to a mandate from the North Carolina General Assembly to review past performance measures and define standards of performance to ensure programs and services offered by community colleges in North Carolina were of sufficient quality. The North Carolina Community College System has designated the 12 measures as the System's core indicators of student success.

Montgomery Community College Performance for 1999-2000

Performance Measure	State Standard	MCC's Performance
Progress of Basic Skills Students	75%	59%
Passing Rates on Licensure & Certification Examinations	•Aggregate institutional passing rate 80% •Minimum accepted performance on any single reported exam 70%	73% EMT 39% EMT-I * EMT-P * Practical Nursing 84%
Goal Completion of Completers & Non-Completers	90%	83%
Employment Status of Graduates	90%	(1998-99 graduates) 100%
Performance of College Transfer Students	90%	*
Passing Rates of Students in Developmental Courses	70%	69%
Success Rate of Developmental Students in Subsequent College-Level Courses	The standard for this measure is that there will be no statistically significant difference in the performance of developmental students as compared to non-developmental students.	Data not yet available
Satisfaction of Program Completers & Non-Completers	85%	96%
Curriculum Student Retention & Graduation	60%	67%
Employer Satisfaction with Graduates	85%	Data not yet available
Client Satisfaction with Customized Training	85%	99%
Program Unduplicated Headcount Enrollment	The performance standard for this measure is a three-year average annual headcount minimum of ten students.	Number of programs not meeting the standard. 0

* Number too small to report without violating students' privacy.

LIBRARY AND INFORMATION SERVICES

The overall purpose of Library and Information Services is to support the curriculum offered at Montgomery Community College. The function of the library is to support and enrich classroom instruction through a collection of carefully selected materials based on courses and programs offered at the College.

The library is a multi-media information services center. It has a carefully selected and growing collection of more than 13,000 volumes, subscriptions to 100 current periodicals, and a variety of non-print information sources. Non-print formats including films, videos, slides, and computer-based technologies are available as appropriate to provide a wide range of information in various forms for library patrons. The College's newly constructed Business, Industry, Technology Resource Center includes new library facilities with fiber-optic and electronic capabilities, Internet access, and a bibliographic instruction area.

Through the North Carolina State Library System, the library participates in an inter-library loan program and a film/video program. All circulating materials belonging to the State Library collection or to any post-secondary institutions in North Carolina are available through inter-library loan to MCC patrons.

Library patrons are encouraged to use the library for study, research, self-improvement, and browsing. Professional staff are on duty to assist with reference, research, and reading guidance. The staff provides assistance and orientation in the use of the information center and its resources.

INSTRUCTIONAL ENHANCEMENT SERVICES

Instructional Enhancement Services involves the use of various technologies to enhance and enrich the delivery of instruction. Instruction can be enhanced by connecting Montgomery Community College to other resources throughout the world (colleges, universities, libraries, hospitals and government and private agencies). Such resources can be accessed by MCC's North Carolina Information Highway, the Internet, IP Video and via satellite. Another method of instructional enhancement involves the production of multimedia materials for use in either traditional or distance learning classes.

DISTANCE EDUCATION

Distance education is an educational and/or training delivery system in which the majority of instruction occurs when the student and instructor are not in the same place and may employ audio, video, or computer technologies. The utilization of distance education systems enables the total educational community to share instructional programs, participate in interactive video teleconferences, share expertise, and cooperate in the use of facilities, equipment, and personnel.

Montgomery Community College is committed to making programs and services more accessible to citizens. By utilizing information and telecommunications technology, MCC's

distance education opportunities overcome the time and place constraints of traditional instructional and training delivery systems in both curriculum and continuing education programs.

The College has both an IP Video teleclassroom that is able to connect and video conference with other similar facilities, as well as, a classroom on the North Carolina Information Highway which is connected to community colleges, universities, public school facilities, regional hospitals and resource centers. These resources facilitate distance education and create an interactive learning center. Further, MCC's computers are networked to the Internet with access to the World Wide Web.

Non-Traditional Delivery
Curriculum Classes

Due to the methodology by which instruction is delivered, non-traditional classes are not consistent with the definitions of regularly scheduled classes. Non-traditionally delivered classes may include courses offered through media such as television, audio, two-way interactive video (Information Highway), Internet, closed circuit, cable, microwave, satellite, video cassettes, or discs. The instruction delivered is structured into identifiable units and is under the direct supervision of an assigned instructor. This does not include courses using multimedia such as video cassettes or disc recordings when delivered to students physically attending classes. Montgomery Community College is currently offering non-traditional classes on the Internet.

Non-traditional courses are not used to compute financial aid entitlement unless the course is part of a program leading to an associate, bachelor, or graduate degree. Any financial aid entitlement is based on approved guidelines. All other guidelines, including Standards for Academic Progress and rate of pursuit, are enforced according to written college policies. Other support services including counseling, library services, career planning, and placement are available upon request.

Business and Industry Services
Distance Education

As a part of Business and Industry Services of the Continuing Education and Community Services division of the College, distance education allows participants to complete module training without time and place restrictions. Students are not required to attend classes in a specific location at a specific time. Information and telecommunications technologies provide linkages between the students and instructor. The learning is self-paced to match the learning style of the student, and the student can take one or several modules. Most importantly, this approach to learning allows the student to get the training that is needed, when it is needed.

VISITORS

Visitors to the College are welcome during normal operating hours and at other times by appointment. Visitors should check with the Information Desk or the President's Office when coming on campus. Either of these locations will provide information and directions.

Student Services

ADMISSION INFORMATION

ADMISSION (CURRICULUM PROGRAMS)

Montgomery Community College is a state-supported institution operating under an "open door" admission policy. This means that any person, whether a high school graduate or non-graduate, who is 18 years old or older and who is able to benefit from further formal education will be served by the institution.

The open door policy does not mean there are no restrictions on admission into specific programs. It does mean these restrictions are flexible enough to allow students opportunities for admission into specific programs when they demonstrate aptitude for these programs as determined by personal interest, academic background, placement tests, and personal interviews. If an academic deficiency exists, applicants will be given an opportunity to remove the deficiency by taking preparatory work.

Persons between 16 and 18 years of age who have special needs may be considered for admission with the approval of the local superintendent of schools and/or parents or guardian. Montgomery Community College and the Montgomery County Board of Education have a dual enrollment agreement for high school students age 16-18. High school students may earn college credit which may be applied to a degree at Montgomery Community College or transferred to another college while completing the normal requirements for high school graduation. Information concerning high school student admissions is presented later in this section under ***Specific Admission Requirements.*** Note: The North Carolina General Assembly has approved admission for academically gifted students under the age of 16. Consult the Admissions Office for specific requirements concerning enrollment of students under the age of 16.

GENERAL ADMISSION PROCEDURES

All students are admitted to Montgomery Community College without regard to race, sex, color, creed, age, handicap, religion or national origin. Applicants for admission into curriculum programs should complete the following general admission procedures:

1. Complete and return the admission application to Student Services.
2. Submit an official high school or General Educational Development (GED) transcript and official transcripts from all colleges attended. An official transcript is one mailed directly from the high school, college or other institution to the Admissions Office at MCC. It is the applicant's responsibility to request that transcripts be sent.
3. Appear for a preadmission interview when notified by the Admissions Office.
4. Take any required preadmission tests when notified by the Admissions Office.
5. Complete any additional requirements for specific curricula.

Address correspondence concerning admission to curriculum programs to:

Admissions Office
Montgomery Community College
PO Box 787
Troy, NC 27371

Phone: 910-576-6222
E-mail: hilliars@mcc.montgomery.cc.nc.us

All admission procedures should be completed at least four weeks prior to actual enrollment into a program. However, some curriculum programs at MCC have limited enrollment and prospective students are advised to apply early. When an enrollment quota for a class/program has been filled or the class/program has a specific prerequisite requirement, the applicant will be placed on a waiting list and notified by the Admissions Office. When all information is received, the applicant's academic record will be assessed and the applicant will be notified concerning acceptance and enrollment procedures. An applicant applying fewer than four weeks prior to enrollment may be notified to follow registration procedures as a walk-in student on Registration Day.

ASSOCIATE DEGREE PROGRAMS

A high school diploma or the equivalent is required of all applicants for degree programs. The GED or Adult High School (AHS) diploma is acceptable. GED scores must meet North Carolina standards with a total score of 225 with no single test score below 40. Associate degree programs require an applicant to complete assessment inventories in numerical skills, algebra skills, writing skills, and reading skills.

STAND-ALONE DIPLOMA & CERTIFICATE PROGRAMS

A high school diploma, GED, or Adult High School diploma is preferred for entrance into a stand-alone diploma or certificate program. However, consideration is given to any applicant whose interest and ability make successful completion of a diploma or certificate program likely. Applicants without a high school diploma or GED may be required to demonstrate an ability-to-benefit by successfully completing an assessment inventory. Some diploma and certificate programs may require an applicant to complete assessment inventories in reading and numerical skills after acceptance.

RESIDENT STATUS FOR ADMISSION INTO CURRICULUM PROGRAMS

The following policy applies to priorities for admission into programs with established enrollment maximums:

1. Up to 75 days prior to the beginning of a term, applicants from Montgomery and contiguous counties are given priority on available openings on a first-come, first-qualified basis. Contiguous counties include: Anson, Davidson, Moore, Randolph, Richmond, Rowan, and Stanly.
2. After the 75 day period, applicants are accepted on a first-come, first-qualified basis regardless of their county or state of residence.
3. Students already enrolled have a priority status equal to Montgomery and contiguous counties and may transfer from night to day and day to night within the same program when space permits.
4. Residency classification is determined by the Dean of Student Services. Appeals regarding residency decisions may be made in writing to the President at the College.

RE-ADMISSION

Former students who left MCC in good standing are encouraged to re-enroll for further study. Students who have been out one term or longer should contact the Admissions Office to have their academic file reactivated. If a conference with a counselor or academic advisor is required, the student will be notified. Course work previously taken at MCC will be evaluated for credit according to merit and relevance. Students being readmitted are required to satisfy requirements for graduation according to the current approved standards for their particular curriculum.

Practical Nursing students must complete the program within a three-year period. Students not completing the program within three years will be required to retake the major nursing courses and Anatomy and Physiology courses.

Former students desiring to re-enter from academic suspension must do so through the Student Services Counselor. Former students who were withdrawn for disciplinary reasons must have approval from the Dean of Student Services to re-enroll at the College.

STUDENT CLASSIFICATIONS

- **Audit Student** - any student registered for a course for which he/she does not wish to receive credit. The audit student does not have to take required examinations; otherwise, participation and attendance in class is on the same basis as a credit student. The fee for auditing a class is the same as the fee for credit. Certain curricula, because of special requirements, have no courses open for "audit." After registration, a student has until mid-term to change a registration to "audit" with the Registrar.

- **Freshman** - those students who have earned fewer than 32 hours of credit.

- **Full-time Student** - one who is registered for 12 or more semester hours credit during the Fall or Spring Semesters. During Summer Session, 9 or more semester hours credit are considered to be full-time. (Students receiving financial assistance must meet individual financial program regulations for full-time status.)

- **Part-time Student** - one who is registered for 11 or less semester hours of credit.

- **Probation Student** - a student who fails to meet the minimum academic requirements set forth by the College. Any student on probation must earn the sufficient GPA set forth in the College Catalog to avoid academic suspension. The student is required to consult with a counselor and may be required to take a reduced academic load or additional preparation.

- **Provisional Students (Deferred Acceptance Status)** - may be enrolled as a full- or part-time student yet are unable to complete pre-admission or assessment requirements before the registration period. When the student has fulfilled all requirements, he/she will be enrolled in good standing. The student must fulfill all requirements by the end of his/her first term or he/she may not be allowed to re-enroll. Special considerations for extenuating circumstances beyond the end of the first term requirements may be waived by the Dean of Student Services

- **Regular Curriculum Student** - a curriculum student enrolled or accepted for enrollment for the purpose of obtaining a degree, diploma, or certificate at a rate of pursuit to ensure timely graduation

- **Special Credit Student** - one who has registered for one or more credit courses to meet an individual educational need, but who has not expressed an intent to complete a given curriculum. If a Special Credit student decides to complete a given curriculum, he/she must submit an "Application for New Major/Minor/Directory Change" form and meet regular admission and assessment requirements. Special Credit Students are not eligible for Financial Assistance or Veteran Educational Benefits.

SPECIFIC ADMISSION REQUIREMENTS

ALLIED HEALTH PROGRAMS

A high school diploma, GED that meets North Carolina standards (as stated above), or Adult High School diploma is required of all applicants for all Allied Health Programs. Applicants must demonstrate the potential for academic achievement as evidenced by successful completion of assessment inventories. Upon initial inquiry, prospective applicants will be given the minimum score recommendations in the areas of writing skills, reading skills, algebra skills, and numerical skills. (Note: Practical Nursing students utilizing the ASSET placement test are not required to take the algebra skills assessment.) Those applicants selected for admission may be asked to attend an information session conducted by college personnel. Students not meeting admissions criteria will be counseled regarding removal of deficiencies.

All applicants selected for admission into an allied health program must meet physical and emotional health requirements necessary to provide safe health care. An "Applicant Medical Form" will be provided by the Admissions Office. Applicants must submit to the Admissions Office the completed form which includes the results of a physical examination performed by a licensed physician. The "Applicant Medical Form" must be reviewed for satisfactory results prior to final acceptance as a regular curriculum student. Additional admission information concerning Allied Health programs is listed under each major in the program section.

BASIC LAW ENFORCEMENT TRAINING (BLET)

A high school diploma, GED, or Adult High School diploma is required for admission into the BLET program and the applicant must be at least 20 years of age. Applicants must submit a completed Medical History Statement (Forms F-1 and F-2) which includes results of a physical examination conducted by a licensed physician to the Criminal Justice Department prior to registration. Medical History forms are available from the Admissions Office. BLET applicants are required to take a reading skills assessment inventory.

CONCURRENT ENROLLMENT WITHIN THE COMMUNITY COLLEGE SYSTEM

Students may enroll in more than one community college at the same time. The first college that the student registers with and where they are pursuing their degree is the "home college." Additional colleges in which the student enrolls simultaneously are the "receiving colleges."

Students will not be charged additional tuition at the "receiving college" when registered for 16 or more credit hours at the "home college" when the following condition is met. The student must present a letter from the "home college" that includes:

1. verification of credit hours registered for at the "home college";
2. verification of tuition status at the "home college"; and

3. a list of specific courses that the student is approved to register for at the "receiving college" to include any telecourses, independent study courses, and non-traditional delivery courses (i.e. Internet, Information Highway, etc.).

Additionally, if the total credit hours at both colleges exceeds 22 credit hours, the student's advisor at the "home college" must stipulate approval for the student to take any hours beyond 22 credit hours.

When the student is registered for less than 16 credit hours at the "home college," the above conditions must be met *and* the student must pay tuition charges for up to 16 credit hours total at the "receiving college." Tuition charges are in accordance with the rate set by the North Carolina Community College System and the General Assembly. Note: Additional steps may be required for admission into specific classes. Consult with the Admissions Office for more information.

HIGH SCHOOL STUDENTS

High school students may attend Montgomery Community College through the provisions of the policy set forth by the State Board of Community Colleges as cited in NCAC2C.0305 which permits high school students to enroll in a community colleges under the following conditions:

1. the student must be at least 16 years of age;
2. the student must be recommended by the chief administrative public school officer and approved by the President of the community college;
3. the principal must certify that the student is taking at least three (3) high school courses and is making appropriate progress toward graduation (or in the case of courses offered in the summer) must certify that such student took at least three (3) high school courses during the preceding year. (**Exception**: To accommodate students whose high schools have adopted block schedules, the requirement of enrollment in three high school courses is interpreted as the equivalent to enrollment in high school courses for one half of the school day). **Note:** When the majority of
   instruction delivered will be *after* the student has actually graduated from high school, such students are not considered to be dually enrolled and are not eligible for the tuition exemption.
4. enrollment of high school students cannot displace adult college students.

Additionally, major and general education courses numbered 100 and above from the Common Course Library are eligible for the concurrent enrollment of high school students. (High School students may not take any remedial or transitional courses in which the course number is lower than 100.) **Note:** The N.C. General Assembly has approved admission for academically gifted students under the age of 16. Consult the Admissions Office for specific requirements concerning enrollment of students under the age of 16.

INTERNATIONAL STUDENTS

Montgomery Community College is approved by the U.S. Immigration and Naturalization Service for attendance by foreign students. Proficiency in the English language, exhibited by a TOEFL score not more than two years old of at least 550 on the paper-based test or 213 on the computer-based test, satisfactory academic records, and a local sponsor are important factors in the admission decision for all international applicants seeking an F-1 student visa.

Foreign students must have graduated from a secondary school that is equivalent to secondary school in the U. S. Placement tests are required for all foreign (F-1) applicants. Students should contact a university in their native country for information about the Test of English as a Foreign Language (TOEFL). Foreign applicants should write to the Admissions Office at Montgomery Community College for additional information. Foreign born U.S. citizens and resident aliens possessing an I-551 card will be administered and placed under regular admission policies.

All admission requirements must be fulfilled before the student is considered for acceptance and before school officials will issue the I-20 Certificate of Eligibility. International students desiring admission into the College's Internet classes will be treated as an out-of-state student for tuition purposes and are not required to meet the requirements listed above. However, the student must know the English language as there are no translations provided.

SPECIAL CREDIT STUDENTS

Admission as a Special Credit Student requires completion of an MCC Application for Admission and the satisfaction of any necessary prerequisite course requirements. Special credit students may not displace a returning *regular curriculum student* in a class required for his/her degree.

STUDENTS WITH SPECIAL NEEDS

Montgomery Community College seeks to comply fully with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Our goal is to ensure qualified students equal opportunity and access to all programs and facilities. It is the student's responsibility to make his/her disability known in a timely manner. Students should request any necessary academic adjustments in writing prior to registration. To determine the student's eligibility for services, documentation of disability may be required of all students requesting academic adjustments or auxiliary aids. Documentation may include results of medical, psychological, or emotional diagnostic tests, or other professional evaluations for verification of the need for adjustments or aids. Montgomery Community College will, where possible, seek assistance from outside agencies (i.e., Division of Vocational Rehabilitation, and other organizations).

Appropriate testing accommodations are available upon request for students with special needs. Students with learning disabilities must provide documentation and have the documentation evaluated before requests for accommodations will be granted.

ASSESSMENT (PLACEMENT) INVENTORIES

The American College Testing (ACT) Service ASSET/COMPASS assessment inventories are given to new students in associate degree programs to determine academic readiness. The results are used for advising and placement purposes.

All associate degree students will be assessed in numerical skills, writing skills, algebra skills, and reading skills. Stand-alone diploma and certificate students may be assessed in reading and numerical skills. BLET students are required to take the reading assessment only. Special credit students are assessed only when necessary to satisfy a prerequisite course requirement.

Students should complete the assessment inventories prior to registration for proper advising and placement. Information about score requirements is available in the Student Services Office. After testing, each student will receive a copy of his/her ASSET/COMPASS Student Advising Report listing scores obtained and course recommendations based on these scores.

Students needing additional educational preparation will be advised regarding removal of deficiencies. For students enrolled in associate degree programs, deficiencies in writing, algebra, reading, or numerical skills must be removed prior to taking any course work in English composition or mathematics respectively. Additionally, the removal of any reading deficiency must begin immediately or no later than the first term of work after assessment. A reading competency is required for graduation from associate degree programs.

Students who have taken the SAT may be exempt from assessment inventories. A score of 450 or above on the verbal portion and/or 500 or above on the math portion may exempt students from the applicable section(s) of ASSET or COMPASS. Students who have taken the ACT will also be advised on the appropriate sections to take as well. Additionally, students who have taken English composition, reading or math courses at another college or university that are equivalent to the entry level courses at MCC and received a grade of "C" or better may not be required to take the related assessment inventories. Students may retest on ASSET or COMPASS based upon recommendation of the testing coordinator. A student may test only twice while enrolled at the College.

Advanced placement with credit may be earned on the initial assessment inventory only for diploma English and mathematics courses. Applicants to any Allied Health Program must take the required assessment inventories to meet entrance requirements.

Special assessment accommodations for students with special needs are also available upon request along with appropriate documentation. Students with special needs should contact the Counselor prior to scheduling their placement test to ensure that appropriate accommodations will be provided.

Students may use a calculator for the elementary and intermediate algebra portions of the assessment test. For students who do not bring calculators to the testing session, one will be provided for them.

FINANCIAL INFORMATION

CURRICULUM FEES POLICY

1. All campus students will pay the required student activity fees, insurance fees, and relevant lab fees. This includes full or part-time employees taking classes, as well as senior citizens.
2. Incarcerated students will not pay any tuition or fees as stipulated by law.
3. High school students taking classes off campus (including Distance Education) at their respective high schools through articulation agreements/contracts in conjunction with their regularly scheduled high school classes will not pay student activity fees or accident insurance fees since they are participating as a direct part of their educational training through the Huskins Bill. However, these students may be required to pay any relevant fees and malpractice insurance relating to their program of study.
4. High school students taking college classes on campus as part of their daily high school schedule through articulation agreements/contracts will pay the accident insurance and any other relevant course/program fees including malpractice insurance relating to their program of study. Student activity fees will not be charged since students are participating as a part of their regularly scheduled high school day.
5. All charges will be stipulated and approved in the articulation agreement/contract signed with a particular high school and copies will be given to Student Services and the Business Office for proper assessment of charges.
6. High school students taking courses through Montgomery Community College under the dual enrollment policy that are not as a direct result of an articulation agreement/contract are expected to pay tuition, student activities fees, and insurance fees required of all regular MCC campus students. These dual enrolled high school students must obtain permission to enroll at MCC as stipulated by law.

ACCIDENT INSURANCE FEE

Student Insurance Rates are as follows:

Mandatory Accident for all students (per term) $1.25
Mandatory for PN, MA students (per year) $15.00
Mandatory for EMS Students (per year) $61.50

Other options are available at additional costs. See someone in Student Services for more information on student insurance.

ACTIVITY FEE

All curriculum students are required to pay a $28.00 activity fee each year. The charges per term are as follows: Fall - $11.00; Spring - $11.00; Summer - $6.00. This activity fee is budgeted by the Student Ambassadors and the Student Government Association. The fee is used for special activities and other student-oriented activities and events.

GRADUATION FEE

Students are expected to pay the Graduation Fee by March 1. Graduation Fees are:

High School Completion (GED & Adult High School) . $18.00
Curriculum Programs $30.00
*For each additional award (degree, diploma or certificate), add $5.00.

NOTE: Graduation fees are subject to change at the discretion of the College depending upon increased prices from our supplier.

LAB FEES

Some classes and majors at MCC carry a lab fee charge. These fees are as follows:

Computer-Based Courses Requiring $5 Lab Fees: (not to exceed $15 per term)

ACC	150	Computerized General Ledger
CIS	110	Intro to Computer Science
CIS	113	Computer Basics
CIS	115	Intro to Programming/Logic
CIS	120	Spreadsheet I
CIS	130	Survey of Operating Systems
CIS	152	Database Concepts & Apps
CIS	165	Desktop Publishing I
CIS	169	Business Presentations
CIS	172	Intro to Internet
CIS	217	Computer Training/Support
MED	134	Medical Transcription
OSC	131	Keyboarding
OST	132	Keyboard Skill Building
OST	134	Text Entry & Formatting
OST	136	Word Processing
OST	223	Machine Transcription
OST	236	Adv. Word/Info Processing

Other Lab Fees

GSM	120	Gunsmithing Tools	$75
GSM	225	Gunmetal Refinishing	$15
GSM	111	Gunsmithing I	$25
MED	140	Exam Room Procedures I	$8
MED	150	Lab Procedures I	$10
		Professional Crafts: Clay (Pottery)	$35 per semester
		Taxidermy	$20 per semester

Lab Fees are subject to change.

TEXTBOOKS & SUPPLIES

Textbooks and supplies are available through the CBA Bookstore on the MCC campus. Depending on the program of study, students can expect to pay between $200 and $300 for textbooks per term. Certain educational programs require the student to purchase books, uniforms, tools, and/or supplies to effectively complete the course and enter employment. These costs vary according to the program in which the student is enrolled. A list of approximate costs and items needed can be provided by the department of interest. Purchase is directly related to the College's Policy of Ownership.

Policy of Ownership - All projects produced by the student with institutional supplies, materials, tools, and equipment are the property of the College. However, students have the option of purchasing their own supplies, materials, and tools. The projects produced are then the personal property of the student, and the College will charge only for the institutional consumables used by the student in producing the project.

TUITION

Tuition and registration fees, set by the North Carolina State Board of Community Colleges and the General Assembly, are subject to change. Tuition and fees are payable at registration.

Tuition for full-time in-state students carrying 16 or more semester hours credit is $496.00 ($31.00 per credit hour). Tuition for full-time out-of-state students carrying 16 or more semester hours credit is $2,772.00 ($173.25 per credit hour).

Currently, North Carolina residents age 65 and over may be exempt from tuition in accordance with Chapter 606 of the 1975 Session Laws. However, this tuition waiver does not apply when students over age 65 are enrolled under the Course Repetition Policy or in Self-Supporting Classes. **This tuition waiver is established by the North Carolina State Board of Community Colleges and the General Assembly and is subject to change.**

Community college students desiring to enroll in two or more colleges without paying additional tuition must provide a letter from the home college stating enrollment and tuition status as outlined in the Concurrent Enrollment Policy.

TUITION CLASSIFICATION (RESIDENCY)

A legal resident of North Carolina is one who has established residence in this state. Students should know their residence status for tuition payment and understand the regulations governing residence status.

General Statute 16-143.1 (b) passed by the 1973 General Assembly of North Carolina reads:

> To qualify for in-state tuition, a legal resident must have maintained his/her domicile in North Carolina for at least the 12 months immediately prior to his/her classification as a resident for tuition purposes. **In order to be eligible for such classification, the**

individual must establish that his/her presence in the state during such twelve month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further
(1) if the parents (or court appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of this state, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide domiciliaries of this state, this fact shall be prima facie evidence of non-domiciliary status of the individual.

Because a student lives in North Carolina for one year does not guarantee resident status has been met. The student must satisfy requirements set forth by the General Assembly of North Carolina and the State Residence Committee. A copy of these policies and procedures is available for review in Student Services.

REFUNDS

Lab & Activity Fee Refunds
Lab and/or activity fees collected at registration will be refunded only in the event of a 100% withdrawal by the student prior to the beginning of the semester/term or in the event that a class in which the student is officially registered fails to materialize due to insufficient enrollment. All student refund requests will be disbursed two weeks from receipt in the Business Office.

Tuition Refunds
If a student has to withdraw from the College or drop a class(es), tuition refunds may be granted. Requests for tuition refunds must be made to Student Services.

A tuition refund shall not be made except under the following circumstances:

(1) A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic term as noted in the Academic Calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered fails to materialize due to insufficient enrollment.

(2) A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the term.

(3) For classes beginning at times other than the first week (seven calendar days) of the term, a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.

(4) Refunds are not permitted by law, under most circumstances, after the 10 percent point of the term.

Additionally, where a student, having paid the required tuition for a term dies during the term, (prior to or on the last day of examinations at the College the student was attending), all tuition and fees for the term may be refunded to the estate of the deceased. (Since a curriculum student is charged hour-for-hour up to 16 credit hours, a refund is not applicable unless the credit hours enrolled were reduced to less than 16.)

Tuition Refunds for Title IV (Financial Aid) Recipients

Students who are attending Montgomery Community College for the first time and who receive Title IV funds are subject to pro rata refund calculations as specified by the Department of Education. Should such a student withdraw on or before the 60 percent point of the enrollment period, the College will utilize either the current state policy or statutory pro rata refund (whichever calculates the larger refund). Refunds on behalf of student financial aid recipients must be distributed in the following order (based on MCC's current Title IV Participation Agreement):

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant
3. Other student financial aid programs (Title IV)
4. Other federal, state, private or institutional sources of aid
5. The student

The Higher Education Amendments of 1998 have replaced all prior statutory language concerning the return of Title IV funds. The effective date of the new provisions was October 7, 2000. The new provisions are published in the *Montgomery Community College Financial Assistance Handbook.*

FINANCIAL ASSISTANCE

The primary purpose of student aid is to provide financial resources to students who would otherwise be unable to pursue post-secondary education. The Financial Aid Staff at MCC will attempt to meet the needs of all students, to the extent funding will permit, in an ethical manner.

Most financial assistance is awarded on the basis of demonstrated financial need. Though it is felt that the primary responsibility for financing post-secondary education rests with the student and his/her family, every effort is made to provide necessary supplemental funding to insure that no student is denied the opportunity to attend Montgomery Community College due to financial limitations. Strict confidentiality is maintained in regard to all aspects of financial assistance.

To apply for financial aid, students must complete the **Free Application for Federal Student Aid (FAFSA).** These forms are available in the Student Services Division.

Essentially, aid is packaged from the following sources: **Pell Grant, SEOG (Supplemental Grant), Federal Work Study and scholarships.** In addition, Vocational Rehabilitation and several specific scholarship awards are available through the Financial Aid Office. Financial assistance for child care services may be available to applicants who meet certain federal guidelines. Child care financial assistance is dependent upon available funding. The Financial Aid Staff is available to assist individuals with information or completion of application forms in connection with financial assistance. All Title IV (financial aid) recipients are responsible for following specific guidelines and regulations concerning Title IV programs. These specific guidelines and regulations are listed in the Financial Assistance Handbook.

VETERAN INFORMATION. MCC is approved by the North Carolina State Approving Agency for the enrollment of persons eligible for educational assistance benefits from the U.S. Department of Veteran Affairs (VA). Entitled veterans, eligible spouses and dependent children who have been fully accepted and have registered for classes may be CERTIFIED to the U.S. DVA Regional Office as enrolled and in pursuit of an approved program of education.

The veteran student is responsible for requesting copies of transcripts from the last high school and all colleges attended. Official transcript(s) are required and must be sent directly from all previously attended schools to Montgomery Community College. **Students cannot be certified to receive benefits until all transcripts have been received and evaluated.**

Note: MCC is a Servicemembers Opportunity College [SOC] and serves as a home college for servicemembers and their adult family members enrolling in degree programs that are part of the SOCAD system.

WORKFORCE INVESTMENT ACT (WIA). The Workforce Investment Act is a federally funded program designed to assist students that are determined to be economically disadvantaged individuals the opportunity to participate in a one- or two-year occupational training program through the Community College System. The purpose of the WIA program is to discontinue the need for subsidized income by training individuals to successfully enter the workforce. If the student is eligible, the WIA program will assist the student with tuition, fees, special supplies, books, and insurance. The program also provides additional services including counseling, career assessment, job development and job search assistance. To maintain eligibility, the student must maintain a grade point average of 2.0 or better in each semester that they are enrolled. In order to determine eligibility, all applicants must verify income for six months prior to application, supply proof of age (driver's license or birth certificate) and Social Security Number. By law, male applicants are required to submit proof of selective service registration. Strict confidentiality is maintained in regard to all aspects of the WIA program.

STUDENT LIFE

Students at Montgomery Community College have specific educational needs. They are learning a trade; learning for advancement on a present job; learning to read; expressing themselves on paper or on canvas; preparing to enter a four-year college; preparing for a new career; and learning because of intellectual curiosity. Some are employed full-time; some part-time; and some are unemployed or retired. Many have family and job responsibilities. From this diversity of people, comes one common factor—each is an individual with a desire to learn.

Montgomery Community College offers a formal education in a relaxed atmosphere. Classrooms and restrooms are designed to be easily accessible to handicapped students. Two lounge areas are available where students may eat, relax, and visit with each other.

CAMPUS CRIME REPORT

Under the Student Right-to-Know and Campus Security Act, Montgomery Community College must report crime incidences in an annual security report that contains certain statistics, policies and a description of programs that promote campus safety. This report is on file and is available for review in the Business Office.

Crime	1998	1999	2000
Aggravated Assault	0	0	0
Burglary	0	0	0
Larceny	2	2	0
Motor Vehicle Theft	0	0	0
Murder	0	0	0
Rape	0	0	0
On-Campus Arrests			
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Weapons Possession Violations	0	0	0

CHILD CARE SERVICES

Montgomery Community College offers day time services on a space-available basis for children of faculty, staff, students, and from the community. Children must be between 3 years of age to kindergarten age for services. A fee is charged for child care services.

Note: *Due to insurance regulations, children are not allowed to accompany a parent to class nor to be left unattended on campus. The College assumes no liability for injuries incurred by children on campus.*

CIVIL RIGHTS COMPLAINTS (DUE PROCESS)

Students who feel they have been deprived of their civil rights should express their grievance in writing to their advisor with a copy going to the MCC Accounting Specialist. Should the complaint involve the advisor in such a way that the student feels he/she cannot take the complaint to the advisor, then the initial written complaint may be made directly to the Accounting Specialist. If the Accounting Specialist is unable to resolve the complaint, the student may appeal in writing to the Montgomery Community College AD HOC Compliance Committee. This committee is composed of the Dean of Instruction (for curriculum students) or the Dean of Continuing Education & Community Services (for Continuing Education students) and two other representatives to be designated by the President of the College.

If the Committee is unable to resolve the complaint, further institutional appeal may be made in writing directly to the President of the College. If the complaint remains unresolved, the student should follow steps D and E under **Procedural Due Process** in the **Student Conduct and Code** section of the Student Handbook. Further appeals may be made directly to the Office of Civil Rights, U.S. Dept. Of Education, 101 Marietta Tower Suite 2300, Atlanta, GA 30323.

COUNSELING AND ASSESSMENT SERVICES

Counseling and assessment services are designed to give professional assistance to students. **Information concerning entrance and graduation requirements, financial assistance, employment trends, job opportunities, transfer opportunities, labor market information, student activities, and appropriate referral to support agencies are some of the services provided.** Students are seen on a walk-in basis or by appointment made with the Counselor, whose office is located in Building 100 in the Career Center.

Additionally, Montgomery Community College offers effective and comprehensive **Career Center** services to its students, alumni and citizens in the community. These services include academic vocational assessment, career planning and development, job seeking/retention and employment referrals, and career counseling. The Career Center houses a library of current occupational and educational information, books, pamphlets, videos, and computer-assisted career planning and employment-related information. Students who are unsure of their vocational interests are encouraged to take an interest or personality inventory.

While students may receive services and assistance from WIA, the College has also coordinated additional JobLink services with the Employment Security Commission (ESC), Department of Social Services (DSS with WorkFirst); Vocational Rehabilitation (VR), and Montgomery County Schools (JobReady/School-to-Work) program.

Counseling services are designed to give professional assistance to students with academic, career and life skills, and personal concerns.

Academic counseling is provided to assist students in understanding the various types of curriculum programs that are available at the College. Clarification of program qualifications and prerequisites are carefully explained. Academic tutorial assistance may be provided to students who may be in jeopardy of academic failure. Students are encouraged to contact the Counselor early in the semesters to arrange for tutorial assistance.

Career and personal/life skills counseling is provided to assist students in career/decision-making skills, job-seeking skills, employment referrals, assessment and testing, and personal/life skills. When necessary, the Counselor may make (with the student's permission) referrals to community resources and/or agencies if additional assistance is needed to secure academic success while in College.

Students with special needs/disabilities may receive auxiliary support services as well to assist in reaching their academic goals. Reasonable accommodations may be provided to help secure academic success on campus and in the instructional setting. It is the student's responsibility to notify the Counselor if special services are needed. Appropriate documentation of any special need or disability is required prior to receiving services rendered by the College.

Transfer counseling is provided to assist students who are interested in transferring to a four-year institution. The Counselor works along with the student's advisor to secure a transfer process that will result in a positive transition both personally and academically. Information concerning college transfer opportunities is located in the Career Center.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 provides many safeguards regarding the confidentiality of and access to student records.

1. Students may review their educational records by making a written request to the Registrar.
2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the students as dependents and for auditing or accrediting organizations. The Dean of Student Services will make the final decision concerning access to records.
3. Official transcripts will be issued only when a written request is received from the student. Transcripts from high schools or other colleges will not be released.
4. MCC does not publish or distribute directory information or any personally identifiable information.
5. Authorities with court orders are permitted to review records in the presence of Student Services administrative staff only.

FIRST AID

First aid kits are located in Student Services. Accidents which happen in class should be reported to the instructor and to the Student Services Office.

HOUSING

Since the College has no dormitory facilities, students who wish to live away from home must make their own living arrangements. The College takes no responsibility for locating or supervising student housing. Students are encouraged to use student bulletin boards, local newspapers, and a list of local Realtors as tools in obtaining housing.

ORIENTATION

All new students are expected to participate in an orientation program conducted by the Student Services Staff. The purpose of orientation is to acquaint the student with the campus, faculty, student leaders, and support services, as well as to discuss policies and regulations of the College. Topics may include: **calendar of events, student conduct, academic advising process, financial assistance, veteran benefits, student activities, child care facilities, attendance policy, withdrawal from class or college, grading system, grade reports, refund policy, placement policy, counseling services, transitional studies program, high school and GED completion information (when applicable), SGA, catalog revisions, policies and procedures regarding educational records and privacy of those records, and procedural due process.**

STUDENT ATTIRE

Montgomery Community College frequently has prospective students, employers and other visitors on campus. In addition, companies seeking to relocate or open new industries may have representatives visiting the campus. Therefore, although MCC students may dress informally, students are encouraged to be clean and dress properly. To ensure safety and to minimize disruptions to other students, shirts and shoes are required at all times.

STUDENT CONDUCT

Students are expected to conduct themselves like mature adults at all times. Violations are handled in accordance with policies set forth in the **STUDENT CODE** which is printed in the *Student Handbook.*

STUDENT GOVERNMENT ASSOCIATION (SGA)

All curriculum students at Montgomery Community College are members of the Student Government Association (SGA) and have the opportunity to participate in the organization and control of student affairs. The SGA is the official governing agency representing the students. Students receive experience in responsible citizenship through participation in student government activities. Activities such as sports, dances, picnics, socials, and student publications are supervised and approved by the SGA, the SGA advisor, and the Dean of Student Services, as well as the Administrative Cabinet at the College.

SGA Clubs & Organizations. There are various clubs and organizations at Montgomery Community College for students to join. Each club/organization has a faculty or staff advisor and an elected representative to the Student Government Association. (More information on each club is available in the *Student Handbook*.) MCC clubs/ organizations are:

Alpha Beta Chi (ABC-Early Childhood) Club
Autobody Club
Business Technologies Club
Epsilon Sigma Pi (ESP/EMS)
Forestry Club
Gunsmithing Society
Literary Guild
Medical Assisting Club
Pottery Club
Practical Nursing Club
Sigma Kappa Delta
Student Ambassadors

STUDENT RESPONSIBILITIES

All students are responsible for the proper completion of their academic program. They must also maintain the required grade point average, know their academic standing, and meet all graduation requirements. Advisors and counselors are available to assist students, but final responsibility for program requirements rests with the student.

STUDENT SERVICES

The mission of Student Services is to provide high quality service to all students. Student Services professionals work in partnership with faculty and other college personnel to help ensure that student success in a broad sense is possible through strategies that develop knowledge, skills, good attitudes, self-determination and the ability to control one's environment.

Student Services activities include: admissions, assessment, counseling (academic, career and personal), registration and records, financial aid, veterans assistance, public relations job placement and referral, transfer student assistance, recruiting and coordination of student activities.

TELEPHONES

Public telephones are located in the Student Lounge area in Building 100 and in the Main Lobby of Building 200. Callers should be considerate of fellow students and limit calls to ten minutes. NOTE: Only in cases of an emergency will messages be delivered to students in class.

TRANSCRIPTS

Upon **written** request, the College will provide students with copies of their academic and financial aid transcripts. Students may receive or have transmitted, copies of transcripts only on themselves. MCC reserves the right to deny transcripts or copies of records not required to be made available by the Family Educational Rights and Privacy Act in any of the following situations: (1) the student has an unpaid financial obligation to the College;

(2) the student has an overdue library book(s), equipment, or materials belonging to the College; and (3) there is an unresolved disciplinary action against the student.

TUTORIAL SERVICES

The College provides tutorial services for those students who may be at risk of academically failing a course. The referral process may occur under the following conditions:

1. ***Instructor Referral*** -The instructor may refer a student to the Counselor for tutorial services based on the individual's academic performance in class.
2. ***Student Referral*** -The student may refer themselves for tutorial services if they feel that they do not have a clear understanding of the course content, based on the results of the instructor's academic assessment.

Students interested in tutorial assistance should consult with the Counselor in the Career Center. Final authorization for tutorial services lies with the Director of Academic Programs.

Academic Information & Policies

ACADEMIC ADVISORS

Academic advising is a process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of their goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor. Academic advising is ongoing and multifaceted, and is the responsibility of both student and advisor. The advisor serves as a coordinator of learning experiences through course and career planning and as a consultant concerning class performance, problems, and college activities. The advisor also serves as an agent of referral to other campus agencies as necessary. Each student is assigned an academic advisor from his/her major field of study after acceptance.

ACADEMIC FORGIVENESS POLICY

The College recognizes that certain factors (age, maturity, preparation, etc.) play important roles in a student's academic progress. Therefore, after a five (5) year period of time, below average performance on prior work attempted may no longer be used to compute the student's GPA.

ACADEMIC LOAD (CREDIT HOURS)

A full-time student is one who is enrolled in 12 or more hours of course work per term. Average full-time enrollment for most students will vary between 16 and 21 hours of credit. Students who wish to carry more than 22 credit hours must have prior approval from their academic advisor unless their curriculum requirements, as stated in the Catalog, require more than 22 hours in a particular term. This includes all credit hours from concurrent enrollment arrangements with other post secondary institutions. Course schedules and course loads should be carefully planned through consultation with a counselor and approved by the student's faculty advisor.

Each course listed is followed by a notation on the number of semester hours credit it carries. Normally, the number of semester hours earned is based on the number of class, laboratory, or shop hours spent under the supervision of the course instructor per week for the term. One semester hour credit is given for each hour of class per week; for each two hours of laboratory work per week; for each three hours of manipulative laboratory or shop per week; or for each ten hours of practicum per week. Contact hours are the number of actual hours a student is in attendance during one week.

ADVANCED STANDING

Montgomery Community College has established policies and procedures which may permit students to enter certain curriculum programs with advanced standing. The following means of awarding credits are approved by the College but are not used in GPA calculation and will generate no grade points.

ADVANCED PLACEMENT FOR HIGH SCHOOL STUDENTS (AP). Advanced placement will allow a student to place into an advanced or higher level course. Students may earn credit for college-level placement courses based on completion of specified high school courses through articulation agreements with Montgomery Community College.

ARMED FORCES AND SERVICE SCHOOLS, PROFESSIONAL CERTIFICATION, AND EXPERIENTIAL LEARNING. Students desiring credits for experiences through the military service, professional certification, and experiential learning must do so through the Credit-By-Examination Policy. Students transferring credits from the Community College of the Air Force may do so in accordance with the Transfer of Credit Policy.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP). Credit may be allowed for up to 25 percent of college work based on appropriate scores of the CLEP subject area exams. CLEP subject examinations are evaluated based on the American Council on Education's (ACE) recommended scores where appropriate to the student's program of study. Recommended scores may be obtained from the Admissions Officer or the Counselor.

CONTINUING EDUCATION UNITS (CEU's). Students desiring to transfer credits into the curriculum division from a course completed while enrolled in a Continuing Education Program at an accredited post-secondary institution may do so according to the following guidelines:

1. The Student Services Staff will assess whether the courses or units are relevant to curriculum.
2. Credit hours will be awarded at a value of one-tenth (1/10) of the total contact hours successfully completed.
3. All passing grades (C or above) will be considered for credit. No CEUs will be used in computing the GPA.
4. No more than 25 percent of the curriculum's total credit hours required for graduation can be continuing education units.
5. Proficiency examinations may be required before CEU credits are awarded.

CREDIT-BY-EXAMINATION. A student who can demonstrate proficiency in a subject area may request a credit-by-examination in that subject in order to accelerate his/her studies. A student requesting this type of credit must follow specified guidelines. The student must:

1. Register for the course according to regular registration procedures set forth by the College.
2. Complete the Application for Credit-By-Examination unless the course has been given prior approval to be administered on an individual or group basis.
3. Submit the completed application to the appropriate divisional chairperson or lead instructor and Director of Academic Programs.
4. Schedule a time to complete the test with the assigned supervising instructor. The examination should be completed prior to the end of the drop/add period to afford the student the opportunity to add another class in its place. The credit-by-examination ***must*** be completed by the 10 percent reporting date of the term of application for credit to be awarded.
5. Complete a drop/add form if the examination is successfully completed. Tuition refunds will not be issued for credit hours earned through credit-by-examination.
6. The credit-by-examination may be attempted only once for each course. A student who has previously received a grade of "F," "D," or "I," for the course is not eligible to attempt a credit-by-examination for that course.

TRANSFER OF CREDITS

Applicants wishing to transfer credit from another accredited institution of higher education must request official transcripts showing credit earned before any evaluation toward credit can be made. No grade lower than a "C" may be transferred. All course credit will be evaluated on merit and relevance. Course credit over ten (10) years old must be approved by the Dean of Student Services.

For Practical Nursing students, major courses and Anatomy and Physiology credits must have been completed within the last three (3) years to be considered for credit. The College reserves the right to accept or reject credits earned at other institutions or to require the successful completion of appropriate proficiency through the Credit-By-Examination Policy before awarding credits. The final decision on transfer credit is determined by the Dean of Student Services.

ADVERSE WEATHER POLICY (MCC CLOSING)

Should it be necessary to close the College due to severe or adverse weather conditions, the announcements will be made on the radio and television stations listed below. (Note: severe weather may include snow, sleet, freezing rain, severe thunderstorms, flooding, tornadoes, and hurricanes.)

TV Channels:

WFMY 2	Greensboro	WBTV 3	Charlotte
WRAL 5	Raleigh	WGHP 8	Greensboro/High Point
WSOC 9	Charlotte		

Radio Stations:

WJRM 1390 AM	Troy	WSPC 1010 AM	Albemarle
WZKY 1580 AM	Albemarle	WABZ 100.9 FM	Albemarle
WQMG 97.1 FM	Greensboro	WMAG 99.5 FM	Greensboro
WSOC 103.7 FM	Charlotte		

Additionally, if there is electrical power at the College, a message will be placed on the MCC telephone (voice mail) system.

ATTENDANCE

Students are expected to attend all scheduled classes for which they are registered. Although special circumstances may cause a student to be absent, regular attendance is essential to satisfy regular course objectives. All absences will be evaluated by the instructor of the class which the student has missed. Individual instructors will determine whether absences are excused or unexcused. Students who anticipate an absence should contact the instructor before the class meets. Should prior notice to the instructor be impossible, the student should expect to explain the absence upon return to class.

All work missed during absences must be made up. Failure to make up work which is missed will adversely affect the student's final grade for the course. **To receive credit for a course, a student must attend 80 percent of class and 80 percent of lab hours. When absences total more than 20 percent of the total contact hours for the course, a student *will be dropped* from a class.** If extenuating circumstances exist, the drop may be waived by the Dean of Student Services.

When students are absent from class excessively, the instructor should initiate follow-up procedures by (1) contacting the student, and (2) notifying Student Services prior to the student missing 20 percent of the class. Additionally, Instructors must notify Student Services in writing (Unofficial Drop Form) when dropping a student from their class.

CATALOG OF RECORD

Montgomery Community College operates under the semester system. Fall and Spring semesters are each sixteen (16) weeks in length. Summer Sessions are eight to ten (8-10) weeks in length. Students in continuous attendance (summer term excepted) may graduate under the provisions of the catalog in effect on their date of entry into their current curriculum or under the requirements of a subsequent issue. Students not in continuous attendance must graduate under the provisions of the catalog in effect on their last entry date into the curriculum or subsequent issues. The catalog of record for a student who does a change of major is the catalog in effect at the time the change of major is effective.

CLASS/PROGRAM CANCELLATIONS

Montgomery Community College makes every effort to meet the needs and desires of its students. However, special circumstances may require the College to cancel classes or programs due to insufficient enrollment or funding. The College reserves the right to make such decisions as warranted. Students will receive 100 percent tuition refunds in the event of class or program cancellations or students may choose another class or program.

COURSE REPETITION POLICY

For membership hour reporting purposes, a student may not take a course more than twice in a five year period. Additionally, a course may not be taken twice during the same term on either a credit or an audit basis. Regular tuition charges apply for students repeating a class. Any student who has completed a course with a grade of "C" or better may not displace a new student for the course. This policy applies to students in both categories listed below:

(1) **Improving Academic Standing.** A student may repeat courses in which he/she has earned a grade below a "C" in an effort to earn a higher grade or raise the overall Grade Point Average (GPA). The higher of the grades will be used as the grade of record in computing the cumulative GPA. All grades received will remain on the student's transcript.

(2) **Improving Mastery of Course Content**. A student may repeat a course that he/she has already completed to add to his/her mastery of course content.

COURSE RESIDENCY REQUIREMENTS

A minimum of 25 percent of the total number of credit hours required for graduation in a particular program **must** be taken at Montgomery Community College. No more than 75 percent of required credit hours can be accepted as transfer credit.

COURSE SUBSTITUTION POLICY

Substitution courses must be approved by the appropriate divisional chairperson or the Dean of Instruction. Course substitutions by students will be very limited and must be of a special nature. The College reserves the right to substitute courses whenever necessary and in the best interest of the students or the College. Course substitutions may not exceed 25 percent of the credit hours required for graduation.

EVENING PROGRAMS

The College offers evening programs which include many of the credit courses offered during the day, as well as non-credit courses primarily for personal enrichment or occupational upgrading or retraining. Credit courses at night allow the student who must work while attending school the opportunity to coordinate his/her school activities with employment.

GRADING SYSTEM

Montgomery Community College uses a grade-point system to determine each student's academic standing. This standing is determined by the Grade-Point Average (GPA). To determine the GPA, numerical values called "grade points" or "quality points" are assigned to each grade. Grade points are assigned for each letter. A letter grade is used to indicate the quality of a student's work in a course. The grading systems is as follows:

GRADE	EXPLANATION	QUALITY POINTS PER CREDIT HOUR
A (93-100)	Outstanding	4
B (86-92)	Above Average	3
C (78-85)	Average	2
D (70-77)	Passing	1
F (Below 70)	Failure	0
I	Incomplete	No Credit
W	Official Withdrawal	No Credit
AU	Audit of a Course	No Credit
CE	Credit by Proficiency Exams	
S	Satisfactory Progress	
U	Unsatisfactory	
CT	Credit by Transcript	(Transfer Credit)
NG	No Grade Issued by Instructor	No Credit
*	An asterisk immediately following a grade indicates that the course is not applicable to the student's current program of study, that the course has been repeated, or that the grade was earned in a transitional course. These grades are not included in the totals for GPA calculations.	

Marks of AU, CE and CT are not considered as credit hours attempted nor are quality points awarded. The mark of CE will result in the recording of proper credit hours according to the course's assigned value. Incomplete (I) will be given when circumstances justify additional time to complete the course. Any incomplete grade not removed by the end of the succeeding term will be changed to an "F," unless additional time is granted by the instructor. Incomplete grades will not be considered for credit hours attempted until the grade is change by the instructor or is reverted to an "F" due to lack of proper action by the student. When removing an incomplete grade, students should not re-register for the course but work with the instructor on an open-lab basis.

GRADE CONTESTING POLICY

All students enrolled in classes at Montgomery Community College have the right to contest grades assigned to them. The following procedures should be followed:

1. Students should schedule an appointment to discuss the matter with the instructor who has assigned the grade and request that the instructor review the basis for the grade. If the disagreement about the grade is resolved in this discussion, grade change action, where needed, should originate through the instructor.
2. If not resolved here, the student may present his/her case in writing to the appropriate divisional chairperson or lead instructor.
3. A final review may be made by the Dean of Instruction in consultation with the Dean of Student Services and/or all individuals involved. If the grade is declared invalid and set aside, the student may be given a comprehensive examination by the department involved to establish a grade.

The right to contest a grade expires at the end of the term following the one in which the grade was assigned. The time limit will be waived only in unusual circumstances. When a student contests a grade assigned by an instructor no longer employed by the College, Step One above does not apply. The Grade Contesting Policy should be followed to prevent future academic probation or suspension action. This is the first step in the appeals process for academic probation and suspension policies.

GRADUATION REQUIREMENTS

A student must:

1. Satisfy course requirements by completing at least 25 percent of the semester credit hours in a degree, diploma or certificate program through instruction offered by the institution awarding the degree
2. Be enrolled at MCC during the term for which program requirements are completed. This may be waived only when extenuating circumstances exist and with the approval of the Dean of Student Services and the appropriate instructor. (Note: MCC is a Servicemembers Opportunity College [SOCAD]] and serves as a home college for servicemembers and their adult family members enrolling in degree programs that are part of the SOCAD system.)
3. Complete the prescribed courses to meet the minimum number of credit hours required for a degree, diploma, or certificate.
4. Possess an overall 2.00 GPA.
5. Remove all financial obligations to MCC.
6. Associate degree students must satisfy the reading competency specified by the College.

HONORS AND AWARDS

ALL-AMERICAN SCHOLAR PROGRAM. The All-American Scholar program includes students who have earned a 3.30 or higher grade point average. Students are nominated by faculty and Student Services staff.

ALL-USA ACADEMIC TEAM. The All-USA Academic Team includes students who are pursuing an Associate of Arts, Associate of Science or Associate of Applied Science degree. Students must have a cumulative grade-point average of not less than 3.25. Two students are eligible for nomination each academic year.

DEAN'S LIST. The Dean's List is composed of students who are enrolled for at least 12 semester hours credit and earn a GPA of at least 3.00 in their major for the term with no incomplete grades and no grade lower than a "B."

MINORITY LEADERSHIP AWARDS. The National Collegiate Minority Awards includes students who have demonstrated dependability, citizenship, leadership, enthusiasm, responsibility and support of his/her College. A minimum grade point average of 3.00 is required. Students are recommended by faculty and Student Services staff.

NATIONAL DEAN'S LIST. This is a national foundation which recognizes outstanding students. Students awarded this distinction are eligible for the foundation's scholarships. Students are nominated by the Registrar and must complete a biographical data form before they are officially inducted into the National Dean's List Foundation.

PRESIDENT'S LIST. The President's List is composed of students who are enrolled for at least 12 semester hours credit and earn a GPA of 4.00 in their major for the term with no incomplete grades.

WHO'S WHO AMONG STUDENTS IN AMERICAN JUNIOR COLLEGES. Students are chosen for nomination to Who's Who on the basis of scholarship ability, participation and leadership in academic and extracurricular activities, citizenship and service to Montgomery Community College, and potential for future achievement.

INDEPENDENT STUDY

Students may, if unusual circumstances exist, register for Independent Study in some classes. Students must complete the Application for Independent Study and obtain approval from the supervising instructor, divisional chairperson and the Director of Academic Programs. Completed applications should be submitted to the Registrar at least one week prior to the student registering. After a student is registered for an independent study class, he/she must arrange a study time with the instructor of the class and must meet with the instructor at least once prior to the 10 percent reporting date for the class. Students not following this procedure will be dropped from the independent study class. The student's registration form will show a scheduled time for independent study. However, the time is used for computer purposes only and may not be the actual time a student is meeting with the instructor. Each meeting time is individually scheduled by the instructor with each student registered for independent study.

The fees charged for independent study are the same as those fees charged for in-class credit courses. Certain curricula, because of special requirements, may not be approved for independent study. Those students receiving veteran benefits or financial aid are not eligible for independent study for pay purposes except when approved for special study in transitional studies courses.

INMATE EDUCATION

Montgomery Community College offers educational programs and courses to the residents of the local prison system. The local system includes Southern Correctional Institution and Montgomery Correctional Center.

REGISTRATION

Courses are offered as outlined in each program area. Each individual must officially register for each course he/she attends. Registration is held at designated times each term as indicated in the Academic Calendar. Student Services will notify new applicants concerning times and other special registration procedures.

Registration is not complete until all fees are paid or deferred by the Business Office and the student obtains a receipt from the Business Office. The receipt and registration form must be presented to each instructor upon enrolling in any course No person can participate in or attend any course unless he/she is officially registered.

SOCIAL SECURITY NUMBERS

Social Security Numbers are used for the purpose of identification only. Students desiring that their Social Security Number not be used for this purpose should contact the Registrar. A number will be assigned in lieu of the Social Security Number. Please note that this assigned number will be used on all academic records including transcripts, registration forms and grade reports.

STANDARDS GOVERNING STUDENT ENROLLMENT

ACADEMIC STANDARDS OF PROGRESS. Each student is expected to maintain satisfactory academic progress toward a degree, diploma or certificate. At the end of each term, a student's GPA for that term and his/her cumulative GPA are examined. *Special Standards of Progress for Emergency Medical Science, Practical Nursing, and Medical Assisting students are published in the* ***Emergency Medical Science Handbook, Medical Assisting Technology Handbook, and Practical Nursing Handbook.****. These standards replace those for curriculum students.*

GRADE POINT AVERAGE TO DETERMINE STANDARDS OF PROGRESS.
The Grade Point Average is computed by dividing the total quality points earned by the total credit hours attempted. A student whose cumulative GPA falls below the standard listed in the following chart will be placed on academic probation.

Attempted Credit Hours	Degree & Diploma Programs	Associates in Arts & Sciences	Certificate Programs
1 - 18	1.00	2.00	2.00
19 - 35	1.50	2.00	2.00
36+	2.00	2.00	2.00

To satisfy graduation requirements, a 2.00 cumulative GPA is required for A.A., A.S., A.G.E., A.A.S., diploma and certificate programs.

Satisfactory Academic Progress for Financial Aid. Financial aid recipients must meet satisfactory progress standards that are both **qualitative and quantitative**. These standards are governed by the U.S. Department of Education and Montgomery Community College.

Qualitative measurement of satisfactory progress. Each financial aid recipient must abide by the currently approved institutional policy of satisfactory progress published in the Catalog. Students failing to obtain the required GPA in any term will be placed on financial aid probation. Students receiving financial aid must progress toward successful program completion at an acceptable rate. The maximum time frame for program completion for all financial aid recipients may not exceed 150 percent of the published length of the program measured in credit hours. For example, if a program requires 60 credit hours to complete, the student will be allowed 90 credit hours to complete the program and still receive financial aid. Students receiving Federal financial assistance will be allowed to pursue one major and one minor simultaneously. However, the standards of satisfactory progress must be met for each program and will be evaluated each term.

Quantitative measurement of satisfactory progress. To insure that each financial aid recipient is progressing toward successful program completion, each student is required to complete 67 percent of all credit hours attempted. Credit hours attempted and completed will be evaluated at the end of each term. All hours attempted will be counted including grades of Incomplete, Withdrawal (after the published drop/add date), repetitions, credit-by-exam and transfer credits from other institutions. Transitional courses numbered below 100 are not included in the quantitative measure. Financial aid students may attempt a total of 30 semester hours in transitional course work if testing indicates need. Financial aid students should request all transcripts from other institutions that they have attended. Students on financial aid probation may have their funds held until the end of the probation term.

Students failing to meet the standards of academic progress (both qualitative and quantitative) may receive financial assistance for one additional term while on financial aid probation, but must meet the standards by the end of that term. Students on financial aid probation who do not maintain satisfactory academic progress are subject to suspension or termination of their financial assistance. Students wishing to appeal a financial aid probation status or a suspension/termination of financial assistance must follow the Appeals Process for Academic Probation and Suspension as outlined in the College Catalog.

ACADEMIC PROBATION. Students whose academic progress is unsatisfactory as determined by the cumulative GPA will be placed on academic probation. Students on academic probation are required to consult with a counselor and may be required to reduce their course load, repeat courses, or register for transitional studies classes to strengthen their educational background. Students failing to see a counselor by the end of the term in which they are notified of probationary status will not be allowed to re-enroll for the next term. Students may remove themselves from academic probation by re-establishing the minimum GPA standing for credit hours attempted.

ACADEMIC SUSPENSION. Each term students remain on academic probation, they must earn at least a "C" average or better until the GPA standard is met. Failure to earn this average may result in academic suspension for a period of at least one term. For pay purposes, veterans and financial aid recipients may not be continued in certified status beyond one term while below the standards of progress required to graduate without special counseling and approval. The Student Services Counselor and the student's academic advisor will determine specific guidelines for the removal of academic deficiencies and the conditions for the student to continue his/her program of study.

APPEALS PROCESS FOR ACADEMIC PROBATION & SUSPENSION. The Grade Contesting Policy should be followed to prevent future academic probation/suspension action. This is the first step in the appeals process for academic probation and suspension policies.

At the discretion of the Counselor and with concurrence of the appropriate advisor, students may request a waiver of the one term suspension to continue studies, provided the Counselor and advisor determine the need for additional time for proper adjustment to the academic environment.

REINSTATEMENT FROM ACADEMIC SUSPENSION. Students must make a written request for reinstatement after having been on suspension for a minimum of one term. For the term following reinstatement, students must take the appropriate course work determined by the Counselor and may be subject to dismissal for one academic year for that particular program of study if they fail to meet conditions stipulated by the Counselor. Entry into another program of study during a suspension period may be approved only by the Student Services Counselor. No student may be reinstated from academic suspension more than two times over any consecutive three year period in the same program of study.

TRANSFER OPPORTUNITIES

COMPREHENSIVE ARTICULATION AGREEMENT. In an effort to simplify and facilitate transfer of credit between community colleges and the University of North Carolina System, the University's Board of Governors and the State Board of Community Colleges have developed and approved a Comprehensive Articulation Agreement. This agreement addresses the transfer of students between institutions in the North Carolina Community College System and from that system to constituent institutions of the University of North Carolina. It applies to all North Carolina community colleges and all constituent institutions of the University of North Carolina System. These courses are identified in the *Course Description* section.

ARTICULATION AGREEMENTS WITH OTHER PUBLIC AND PRIVATE INSTITUTIONS. Montgomery Community College also has formal transfer agreements with many other public and private four-year colleges and universities. Courses from these institutions are *not* addressed in the Comprehensive Articulation Agreement and are considered on an individual basis with each private institution. **Note:** Each institution has its own means of evaluating the appropriateness of transfer credit. The receiving institution is the final authority regarding transfer credit. Students are advised to consult a counselor at MCC and the Admission Office at the senior institution for additional information.

Additionally, some senior institutions maintain a cumulative grade point average (GPA) for their students. Therefore, any grade earned at MCC may possibly be considered in computing a GPA at any senior institution. Additionally, grades lower than "C" may disqualify students from consideration under the terms of the Comprehensive Articulation Agreement (CAA) and grade point averages will be computed again by the senior institution. For final approval of courses to be transferred from MCC, students should ***consult with the institution that they plan to transfer to prior to registering for the course at MCC.***

UNOFFICIAL DROP BY INSTRUCTOR

State policy requires that a student be dropped when the student gives notice of withdrawal or has been absent from class for two consecutive weeks without making personal contact with the instructor indicating intention to continue in the course. A student may also be dropped from a course for disciplinary reasons.

A student dropped for excessive absences or other reasons may be readmitted through Student Services. Permission to re-enroll will be given only with approval of the instructor. Absences must have been for a good reason and personal contact with the instructor must have been made to give or receive information or assignments relative to the course. All work missed during the period of absence must be made up to the satisfaction of the instructor. The grade issued for classes from which the student has been **unofficially dropped** is "F." Students may remove the grade of "F" by following the Official Withdrawal procedures.

WITHDRAWAL FROM THE COLLEGE

A student who wishes to withdraw from the College or from an individual course should complete an official withdrawal form in Student Services. All required signatures should be obtained as indicated on the form. This will protect the student's scholastic standing, his/her right to re-enroll, and transfer credits. No student will be allowed to officially withdraw from any classes after the term has ended.

- *Failure to officially withdraw* may result in a grade of "F" for the student on all courses for which he/she is enrolled.
- If a student completes the *Official Withdrawal* process, the student may be given a grade of "W" for his/her class(es). Quality points will not be computed nor credit given.
- A student who withdraws from a course or the College *after the 75% point of the term* may be given a grade of "F' on all courses. Quality points will be computed unless the withdrawal is due to circumstances beyond the student's control. When extenuating circumstances exist, the Dean of Student Services must approve the waiver of the grade of "F."

Curriculum Programs of Study

Associate in Arts (A.A.) and Associate in Science (A.S.)

An Associate in Arts or an Associate in Science Degree consists of 64-65 Semester Hours Credit (SHC). The curricula are designed to parallel the freshman and sophomore level course work at a four-year college or university and to transfer toward a baccalaureate degree. These college transfer programs are part of the Comprehensive Articulation Agreement. This agreement addresses the transfer of students between institutions in the North Carolina Community College System and the institutions of the University of North Carolina System.

Associate in Applied Science (A.A.S.)

An Associate in Applied Science Degree consists of 64-76 SHC. Curriculum programs of study leading to an A.A.S. degree are composed of collegiate level studies and are designed to prepare students for employment as technicians in semi-professional fields. Some Associate in Applied Science Degree programs may transfer to certain four-year colleges or universities through special articulation arrangements between those institutions and Montgomery Community College.

Associate in General Education (A.G.E.)

An Associate in General Education consists of 64-76 SHC. Upon successful completion of the General Education course of study, Montgomery Community College will award the Associate Degree in General Education.

Diploma and Certificate Programs

A diploma program consists of 36-48 SHC, and a certificate program consists of 12-18 SHC. These curricula are designed to prepare students for skilled or semi-skilled employment in a specific occupation. Diploma and/or certificate options are offered in some A.A.S. degree programs, and credits earned from these options may be applied toward the higher level credential. These options are noted in the individual program sections of this catalog.

General Occupational Technology

General Occupational Technology is an A.A.S. degree program consisting of 64-76 semester hours credit. The program is individualized for students according to their occupational interests and needs. This program is designed to aid graduates in becoming more effective workers and becoming better qualified for advancement within their field of employment.

Developmental Studies

Developmental studies courses are designed to ensure student success in academic course work. These courses are scheduled for students who need college preparatory course work according to placement scores and who need to complete course requirements for entry into a specific curriculum. Developmental studies courses provide students with assistance through various instructional methodologies including computer-assisted instruction, classroom presentations, cooperative learning, tutoring to supplement the classroom experience, and peer-assisted review sessions. Classes may be offered in a classroom or laboratory setting and may incorporate multimedia materials to enhance the learning process. Developmental course begin with course number of "0" (i.e. Eng 070). Tuition fees apply to these courses, and the courses carry credit hours; however, the credits earned in these courses do not apply to the credit hours required for graduation in degree programs of study.

Day and Evening Credential Options

Academic Program	Classes Offered	Awards Granted
Accounting (A25100)	Day Evening	A.A.S.
Associate in Arts (A10100)	Day Evening	A.A.
Associate in General Education (A10300)	Day Evening	A.G.E.
Associate in Science (A10400)	Day Evening	A.S.
Autobody Repair (D60100)	Day Evening	Diploma Certificate
Basic Law Enforcement Training (C55120)	Day Evening	Certificate
Business Administration (A25120)	Day Evening	A.A.S. Diploma Certificate
Bus. Admin/Banking & Finance (A25125A)	Evening	A.A.S.

Curriculum Programs of Study

Bus. Admin/Electronic Commerce (A25121)	Day	A.A.S.
Criminal Justice Technology (A55180)	Day Evening	A.A.S.
Culinary Technology (A255200) (offered only at Southern Correctional Institution)	Day	Certificate
Early Childhood Associate (A255220	Day Evening	A.A.S. Diploma Certificate Diploma Certificate
Electrical & Electronics Technology (A35220)	Day Evening	A.A.S. Diploma Certificate
Emergency Medical Science (A45340)	Day Evening	A.A.S.
Forest Management Technology (A15200)	Day	A.A.S.
Gunsmithing (A30200)	Day Evening	A.A.S. Diploma Certificate Diploma Certificate
Human Services Technology (A45380) (offered through a collaborative agreement	Day with Stanly Community	A.A.S. Diploma Certificate College on the MCC campus)
Industrial Maintenance Technology (A50240)	Day Evening	A.A.S. Diploma Certificate
Information Systems Technology (A25260)	Day Evening	A.A.S. Diploma Certificate Diploma Certificate
Info. Systems Tech/Network Admin. & Support (A2526D)	Day	A.A.S.
Internet Technologies (A25290)	Day	A.A.S.
Medical Assisting (A45400)	Day	A.A.S.
Metal Engraving (D30240) (selected courses	offered only at local	high schools)
Office Systems Technology (A25360)	Day Evening	A.A.S. Diploma Certificate Diploma Certificate
Practical Nursing (D45660)	Day	Diploma
Professional Crafts: Clay (A30300)	Day Evening	A.A.S. Diploma Certificate Certificate
Taxidermy (D30380)	Day Evening	Diploma Certificate Certificate

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ACCOUNTING
(A25100)
A.A.S. Degree

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

***Microsoft Certification Program**

Montgomery Community College is an Approved Microsoft Certification Testing Center. Certification tests are available for Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook, and Microsoft FrontPage. Users who attain Expert User status in Word, Excel, Access, PowerPoint, and Outlook may also qualify to take the Microsoft Office Integration exam which certifies the user as a Certified Microsoft Office Expert.

Montgomery Community College has incorporated the Microsoft Office Package into specific curriculum classes in the Business Technologies Department, including the Accounting curriculum. It is possible to complete the Microsoft Certification program in one year, or students may take only those classes in which they wish to obtain certification.

Accounting Program students interested in Microsoft Certification should consult with the Business Technologies Division Chair or the Accounting Program Lead Instructor for details and course scheduling. However, it is not necessary to be enrolled in a degree program to take a Microsoft certification exam. Anyone who has otherwise obtained the competencies and wishes to sit for the exam may use MCC's Approved Certification Testing Center. There is a fee for sitting for Microsoft certification exams.

COURSE REQUIREMENTS FOR ACCOUNTING
Day Program
A.A.S. Degree

			Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester (First Year)						
ACC	120	Principles of Accounting I	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
OST	131	Keyboarding	1	2	0	2
		Totals	**12**	**6**	**0**	**15**
Spring Semester (First Year)						
ACC	121	Principles of Accounting II	3	2	0	4
ACC	129	Individual Income Taxes	2	2	0	3
ACC	150	Computerized General Ledger	1	2	0	2
BUS	115	Business Law I	3	0	0	3
BUS	121	Business Math	2	2	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
		Totals	**14**	**8**	**0**	**18**
Fall Semester (Second Year)						
ACC	220	Intermediate Accounting I	3	2	0	4
ACC	225	Cost Accounting	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
HIS	114	Comparative World History	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
		Totals	**18**	**2**	**0**	**19**
Spring Semester (Second Year)						
ACC	221	Intermediate Accounting II	3	2	0	4
BUS	225	Business Finance	2	2	0	3
		or				
BUS	280	REAL Small Business	4	0	0	4
BUS	260	Business Communication	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
ENG	233	Major American Writers	3	0	0	3
		or				
REL	221	Religion in America	3	0	0	3
OST	286	Professional Development	3	0	0	3
		Totals	**17/19**	**2/4**	**0**	**19/20**

Total Semester Hours Required for Accounting A.A.S. Degree: 71/72

COURSE REQUIREMENTS FOR ACCOUNTING
Evening Program
A.A.S. Degree

			Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester (First Year)						
BUS	110	Introduction to Business	3	0	0	3
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
OST	131	Keyboarding	1	2	0	2
		Total	**9**	**4**	**0**	**11**
Spring Semester (First Year)						
BUS	115	Business Law I	3	0	0	3
BUS	121	Business Math	2	2	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
		Total	**8**	**2**	**0**	**9**
Fall Semester (Second Year)						
ACC	120	Principles of Accounting I	3	2	0	4
HIS	114	Comparative World History	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
		Total	**9**	**2**	**0**	**10**
Spring Semester (Second Year)						
ACC	121	Principles of Accounting II	3	2	0	4
BUS	225	Business Finance	2	2	0	3
		or				
BUS	280	REAL Small Business	4	0	0	4
		Total	**5/7**	**2/4**	**0**	**7/8**
Fall Semester (Third Year)						
ACC	220	Intermediate Accounting I	3	2	0	4
ECO	251	Principles of Microeconomics	3	0	0	3
BUS	137	Principles of Management	3	0	0	3
		Total	**9**	**2**	**0**	**10**
Spring Semester (Third Year)						
ACC	221	Intermediate Accounting II	3	2	0	4
BUS	260	Business Communication	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
ENG	233	Major American Writers	3	0	0	3
		or				
REL	221	Religion in America	3	0	0	3
OST	286	Professional Development	3	0	0	3
		Total	**15**	**2**	**0**	**16**
Summer Session (Each Year)						
ACC	150	Computerized General Ledger	1	2	0	2
These courses will be offered in rotating summer sessions:						
***ACC	129	Individual Income Taxes	2	2	0	3
***ACC	225	Cost Accounting	3	0	0	3
		Total	**6**	**4**	**0**	**8**

Total Semester Hours Required for Accounting A.A.S. Degree: 71/72

ASSOCIATE IN ARTS
(A10100)
A.A. Degree

ASSOCIATE IN SCIENCE
(A10400)
A.S. Degree

The Associate in Arts and Associate in Science degrees are granted for planned programs of study consisting of a minimum of 64 and a maximum of 65 semester hours of college transfer courses. Courses are approved for transfer through the Comprehensive Articulation Agreement. Courses may also transfer through bilateral agreements between institutions. Courses offered through bilateral agreements may not transfer to all receiving institutions.

COURSE REQUIREMENTS FOR ASSOCIATE IN ARTS & ASSOCIATE IN SCIENCE Day & Evening Programs

			Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
English Composition (6 SHC)						
Two courses in English composition are required.						
ENG	111	Expository Writing	3	0	0	3
ENG	113	Literature Based Research	3	0	0	3
Humanities/Fine Arts (12 SHC)**						
Four courses from at least three of the following discipline areas are required: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion. At least one course must be a literature course.						
ART	111	Art Appreciation	3	0	0	3
ART	283	Ceramics I	0	6	0	4
COM	231	Public Speaking	3	0	0	3
ENG	233	Major American Writers	3	0	0	3
ENG	243	Major British Writers	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
REL	221	Religion in America	3	0	0	3
Social/Behavioral Sciences (12 SHC)						
Four courses from at least three of the following discipline areas are required: anthropology, economics, geography, history, political science, psychology, and sociology. At least one course must be a history course.						
HIS	131	American History I	3	0	0	3
HIS	132	American History II	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SOC	210	Introduction to Sociology	3	0	0	3
Natural Science/Mathematics (14 SHC)						
Natural Sciences (8 SHC):						
(For Associate in Arts: Two courses, including accompanying laboratory work, from the biological and physical science disciplines are required.)						
BIO	111	General Biology I	3	3	0	4
BIO	112	General Biology II	3	3	0	4
(For Associate in Science: A two-course sequence in general biology or general chemistry is required.) Courses may be chosen from the following:						
BIO	111	General Biology I	3	3	0	4
BIO	112	General Biology II	3	3	0	4
CHM	151	General Chemistry I	3	3	0	4
CHM	152	General Chemistry II	3	3	0	4

Mathematics (6 SHC)

For Associate in Arts: At least one course in introductory mathematics is required; the other course may be selected from among other quantitative subjects, such as computer science and statistics)

MAT	171	Precalculus Algebra	3	0	0	3

Other courses may be chosen from:

MAT	140	Survey of Math	3	0	0	3
MAT	151	Statistics	3	0	0	3

For Associate in Science: At least one course in mathematics at the precalculus algebra level or above is required; the other course may be a higher level mathematics course or may be selected from among other quantitative subjects, such as computer science and statistics.

MAT	171	Precalculus Algebra	3	0	0	3
MAT	172	Precalculus Trigonometry	3	0	0	3

Other Required Hours (20-21 SHC Electives)*

For Associate in Arts: A minimum of 20 SHC of college transfer general education, elective, and/or pre-major courses is required.

For Associate in Science: A minimum of 14 SHC of college transfer courses in mathematics, natural sciences, computer science, and/or other pre-major courses is required. The remaining 6-7 elective hours may be selected from the following:

ART	283	Ceramics I	0	6	0	4
BIO	140	Environmental Biology	3	0	0	3
BIO	140A	Environmental Biology Lab	0	3	0	1
BIO	165	Anatomy & Physiology I	3	3	0	4
BIO	166	Anatomy & Physiology II	3	3	0	4
BIO	175	General Microbiology	2	2	0	3
CHM	151	General Chemistry I	3	3	0	4
CHM	152	General Chemistry II	3	3	0	4
COM	231	Public Speaking	3	0	0	3
ECO	251	Principles of Microeconomics	3	0	0	3
ENG	231	American Literature I	3	0	0	3
ENG	232	American Literature II	3	0	0	3
ENG	241	British Literature I	3	0	0	3
ENG	242	British Literature II	3	0	0	3
ENG	243	Major British Writers	3	0	0	3
ENG	261	World Literature I	3	0	0	3
ENG	262	World Literature II	3	0	0	3
ENG	271	Contemporary Literature	3	0	0	3
HIS	114	Comparative World History	3	0	0	3
HIS	167	The Vietnam War	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
MAT	151	Statistics I	3	0	0	3
MAT	165	Finite Mathematics	3	0	0	3

MAT	263	Brief Calculus	3	0	0	3
MAT	271	Calculus I	3	2	0	4
MAT	272	Calculus II	3	2	0	4
PSY	241	Developmental Psychology	3	0	0	3
PSY	263	Educational Psychology	3	0	0	3
REL	110	World Religions	3	0	0	3
REL	211	Introduction to Old Testament	3	0	0	3
REL	212	Introduction to New Testament	3	0	0	3
SOC	213	Sociology of the Family	3	0	0	3
SPA	111	Elementary Spanish I	3	0	0	3
SPA	112	Elementary Spanish II	3	0	0	3
SPA	211	Intermediate Spanish I	3	0	0	3
SPA	212	Intermediate Spanish II	3	0	0	3

Total Semester Hours Required For Associate in Arts degree: 64/65

Total Semester Hours Required For Associate in Science degree: 64

** Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.*

*** 3 SHC in Speech/Communication may be substituted for 3 SHC in Humanities/Fine Arts. Speech/Communication may not substitute for the literature component.*

ASSOCIATE IN GENERAL EDUCATION
(A10300)
Associate Degree

The Associate in General Education (AGE) curriculum is designed for individuals wishing to broaden their education, with emphasis on personal interest, growth and development. Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided. Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancement within their field of interest and become better qualified for a wide range of employment opportunities. All courses in the program are college-level courses. Many of the courses are equivalent to college transfer courses; however, the program is not principally designed for college transfer.

COURSE REQUIREMENTS FOR
ASSOCIATE IN GENERAL EDUCATION
Day & Evening Program
Associate Degree

General Education Core (15 SHC Total)

English Composition (6 SHC)

Humanities/Fine Arts (3 SHC)
Students may select courses from the following discipline areas: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy and religion.

Social/Behavioral Sciences (3 SHC)
Students may select courses from the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology.

Natural Sciences/Mathematics (3 SHC)
Mathematics
Students may select courses from the following discipline areas: college algebra, trigonometry, calculus, computer science, and statistics.

- or -

Natural Sciences
Students may select courses from the following discipline areas: astronomy, biology, chemistry, earth sciences, physics, and/or general science.

Other Required Hours/Electives (49-50 SHC)

Other required hours/electives include additional general education and professional courses. A maximum of 7 SHC in health, physical education, college orientation, and/or study skills may be included as other required hours.

**Courses to select from are located in the Course Description section of this Catalog (p. 114).*

Total Semester Hours Required for Associate in General Education: 64/65

AUTOBODY REPAIR
(D60100)
Diploma/Certificate

The Autobody Repair curriculum provides training in the use of equipment and materials of the autobody repair trade. The student studies the construction of the automobile body and techniques of autobody repairing, rebuilding, and refinishing.

The course work includes autobody fundamentals, industry overview, and safety. Students will perform hands-on repairs in the areas of non-structural and structural repairs, MIG welding, plastics and adhesives, refinishing, and other related areas.

Graduates of the curriculum should qualify for entry-level employment opportunities in the automotive body and refinishing industry. Graduates may find employment with franchised independent garages, or they may become self-employed.

**Note: The Autobody Repair Evening Certificate Program is offered based on student demand.*

COURSE REQUIREMENTS
FOR AUTOBODY REPAIR
Day Program
Diploma/Certificate

		Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester					
+AUB 111	Painting and Refinishing I	2	6	0	4
+AUB 121	Non-Structural Damage I	1	4	0	3
+AUB 131	Structural Damage I	2	4	0	4
+AUB 134	Autobody MIG Welding	1	4	0	3
CIS 113	Computer Basics	0	2	0	1
MAT 101	Applied Mathematics I	2	2	0	3
	Total	**8**	**22**	**0**	**18**
Spring Semester					
AUB 112	Painting and Refinishing II	2	6	0	4
AUB 122	Non-Structural Damage II	2	6	0	4
AUB 136	Plastics and Adhesives	1	4	0	3
BUS 230	Small Business Management	3	0	0	3
	or				
BUS 280	REAL Small Business	4	0	0	4
ENG 101	Applied Communications I	3	0	0	3
	Total	**11/12**	**16**	**0**	**17/18**
Summer Session					
AUB 114	Special Finishes	1	2	0	2
AUB 132	Structural Damage II	2	6	0	4
	Total	**3**	**8**	**0**	**6**

Total Semester Hours Required for Autobody Repair Diploma: 41/42

+ Total Semester Hours Required for Autobody Repair Certificate: 14

COURSE REQUIREMENTS
FOR AUTOBODY REPAIR
Evening Program
Certificate

Note: The Autobody Repair Evening Certificate Program is offered based on student demand.

		Class Credit Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Hrs.
Fall Semester					
+AUB 121	Non-Structural Damage I	1	4	0	3
+AUB 134	Autobody MIG Welding	1	4	0	3
	Total	**2**	**8**	**0**	**6**
Spring Semester					
+AUB 111	Painting & Refinishing I	2	6	0	4
	Total	**2**	**6**	**0**	**4**
Summer Session					
+AUB 131	Structural Damage I	2	4	0	4
	Total	**2**	**4**	**0**	**4**

Total Semester Hours Required for Autobody Repair Certificate: 14

BASIC LAW ENFORCEMENT TRAINING
(C55120)
Certificate

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes topics and methods of instruction mandated by the State Commission. General subjects include criminal, juvenile, civil, traffic, and alcoholic beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Successful graduates receive a curriculum certificate and are qualified to take certification examinations mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or the North Carolina Sheriff's Education and Training Standards Commission.

COURSE REQUIREMENTS
FOR BASIC LAW ENFORCEMENT TRAINING
Day and Evening Programs
Certificate

			Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Spring Semester						
CJC	100	Basic Law Enforcement Training	8	30	0	18
		Total	**8**	**30**	**0**	**18**

** Subject to change based on State Board of North Carolina Community College mandates.*

Total Semester Hours Required for Basic Law Enforcement Training Certificate: 18

BUSINESS ADMINISTRATION
(A25120)
A.A.S. Degree/Diploma/Certificate

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for life-long learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

***Microsoft Certification Program**

Montgomery Community College is an Approved Microsoft Certification Testing Center. Certification tests are available for Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook, and Microsoft FrontPage. Users who attain Expert User status in Word, Excel, Access, PowerPoint, and Outlook may also qualify to take the Microsoft Office Integration exam which certifies the user as a Certified Microsoft Office Expert.

Montgomery Community College has incorporated the Microsoft Office Package into specific curriculum classes in the Business Technologies Department, including the Business Administration curriculum. It is possible to complete the Microsoft Certification program in one year, or students may take only those classes in which they wish to obtain certification.

Business Administration Program students interested in Microsoft Certification should consult with the Business Technologies Division Chair or the Business Administration Program Lead Instructor for details and course scheduling. However, it is not necessary to be enrolled in a degree program to take a Microsoft certification exam. Anyone who has otherwise obtained the competencies and wishes to sit for the exam may use MCC's Approved Certification Testing Center. There is a fee for sitting for Microsoft certification exams.

COURSE REQUIREMENTS FOR BUSINESS ADMINISTRATION
Day Program
A.A.S. Degree/Diploma/Certificate

Credit			Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Hrs.
Fall Semester		**(First Year)**				
*+ACC	120	Principles of Accounting I	3	2	0	4
*+BUS	110	Introduction to Business	3	0	0	3
*+CIS	110	Introduction to Computers	2	2	0	3
+ENG	111	Expository Writing	3	0	0	3
+OST	131	Keyboarding	1	2	0	2
		Total	**12**	**6**	**0**	**15**
Spring Semester		**(First Year)**				
ACC	121	Principles of Accounting II	3	2	0	4
*+BUS	115	Business Law I	3	0	0	3
*+BUS	121	Business Math	2	2	0	3
CIS	120	Spreadsheet I	2	2	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
+OST	136	Word Processing	1	2	0	2
		Total	**14**	**8**	**0**	**18**
Summer Session		**(First Year)**				
+BUS	153	Human Resources Management	3	0	0	3
ISC	131	Quality Management	3	0	0	3
		Total	**6**	**0**	**0**	**6**
Fall Semester		**(Second Year)**				
+BUS	137	Principles of Management	3	0	0	3
CIS	169	Business Presentations	1	2	0	2
+ECO	251	Principles of Microeconomics	3	0	0	3
HIS	114	Comparative World History	3	0	0	3
+MAT	140	Survey of Mathematics	3	0	0	3
+MKT	120	Principles of Marketing	3	0	0	3
		Total	**16**	**2**	**0**	**17**
Spring Semester		**(Second Year)**				
BUS	225	Business Finance	2	2	0	3
		or				
BUS	280	REAL Small Business	4	0	0	4
BUS	260	Business Communications	3	0	0	3
ECO	252	Principles of Macroeconomics	3	0	0	3
ENG	233	Major American Writers	3	0	0	3
		or				
REL	221	Religion in America	3	0	0	3
OST	286	Professional Development	3	0	0	3
		Total	**14/16**	**2**	**0**	**15/16**

Total Semester Hours Required for Business Administration A.A.S. Degree: 71/72

+ Total Semester Hours Required for Business Administration Diploma: 38

*** Total Semester Hours Required for Business Administration Certificate: 16**

COURSE REQUIREMENTS FOR BUSINESS ADMINISTRATION
Evening Program
A.A.S. Degree\Diploma\Certificate

First & Second year courses offered each year; third year courses offered on a rotating basis.

		Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester (First Year)					
*+BUS 110	Introduction to Business	3	0	0	3
*+CIS 110	Introduction to Computers	2	2	0	3
+ENG 111	Expository Writing	3	0	0	3
+OST 131	Keyboarding	1	2	0	2
	Total	**9**	**4**	**0**	**11**
Spring Semester (First Year)					
*+BUS 115	Business Law I	3	0	0	3
*+BUS 121	Business Math	2	2	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
+OST 136	Word Processing	1	2	0	2
	Total	**9**	**4**	**0**	**11**
Fall Semester (Second Year)					
*+ACC 120	Principles of Accounting I	3	2	0	4
CIS 169	Business Presentations	1	2	0	2
HIS 114	Comparative World History	3	0	0	3
+MAT 140	Survey of Mathematics	3	0	0	3
	Total	**10**	**4**	**0**	**12**
Spring Semester (Second Year)					
ACC 121	Principles of Accounting II	3	2	0	4
+BUS 153	Human Resources Management	3	0	0	3
BUS 225	Business Finance	2	2	0	3
	or				
BUS 280	REAL Small Business	4	0	0	4
CIS 120	Spreadsheet I	2	2	0	3
	Total	**10/12**	**4/6**	**0**	**13/14**
Fall Semester (Third Year)					
+BUS 137	Principles of Management	3	0	0	3
+ECO 251	Principles of Microeconomics	3	0	0	3
ISC 131	Quality Management	3	0	0	3
+MKT 120	Principles of Marketing	3	0	0	3
	Total	**12**	**0**	**0**	**12**
Spring Semester (Third Year)					
BUS 260	Business Communications	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
ENG 233	Major American Writers	3	0	0	3
	or				
REL 221	Religion in America	3	0	0	3
OST 286	Professional Development	3	0	0	3
	Total	**12**	**0**	**0**	**12**

Total Semester Hours Required for Business Administration A.A.S. Degree: 71/72

+Total Semester Hours Required for Business Administration Diploma: 38

*** Total Semester Hours Required for Business Administration Certificate: 16**

BUSINESS ADMINISTRATION/ BANKING AND FINANCE (A2512A) A.A.S. Degree

Banking and Finance is a concentration under the curriculum title of Business Administration. This curriculum is designed to prepare individuals for a career with various financial institutions and other businesses. Course work includes principles of banking, money and banking, lending fundamentals, banking and business law, and practices in the areas of marketing, management, accounting, and economics.

Graduates should qualify for a variety of entry-level jobs in banking and finance. Also available are employment opportunities with insurance, brokerage and mortgage companies, and governmental lending agencies.

COURSE REQUIREMENTS
FOR BUSINESS ADMINISTRATION/BANKING AND FINANCE
Evening Program
A.A.S. Degree

		Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester (First Year)					
BAF 110	Principles of Banking	3	0	0	3
BUS 110	Introduction to Business	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
	Total	**11**	**2**	**0**	**12**
Spring Semester (First Year)					
BAF 141	Law & Banking: Principles	3	0	0	3
BUS 115	Business Law I	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
REL 221	Religion in America	3	0	0	3
	Total	**12**	**0**	**0**	**12**
Fall Semester (Second Year)					
ACC 120	Principles of Accounting I	3	2	0	4
BAF 222	Money and Banking	3	0	0	3
HIS 114	Comparative World History	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
	Total	**12**	**2**	**0**	**13**
Spring Semester (Second Year)					
ACC 121	Principles of Accounting II	3	2	0	4
BAF 131	Fundamentals of Bank Lending	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
CIS 120	Spreadsheet I	3	0	0	3
	Total	**12**	**2**	**0**	**13**
Fall Semester (Third Year)					
BAF 232	Consumer Lending	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
	Total	**12**	**0**	**0**	**12**
Spring Semester (Third Year)					
BAF 244	Bank Management	3	0	0	3
BUS 260	Business Communications	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
OST 286	Professional Development	3	0	0	3
	Total	**12**	**0**	**0**	**12**

Total Semester Hours Required for Banking & Finance A.A.S. Degree: 74

BUSINESS ADMINISTRATION/ ELECTRONIC COMMERCE (A2512I) A.A.S. Degree

Electronic Commerce is a concentration under the title of Business Administration. This curriculum is designed to prepare individuals for a career in the Internet economy.

Course work includes topics related to electronic business, Internet strategy in business, and basic business principles in the world of E-Commerce. Students will be able to demonstrate the ability of identify and analyze such functional issues as planning, technical systems, marketing, security, finance, law, design, implementation, assessment, and policy issues at an entry level.

Graduates from this program will have a sound business educational base for life long learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and small to medium size business or industry.

COURSE REQUIREMENTS
FOR BUSINESS ADMINISTRATION/ELECTRONIC COMMERCE
Day Program
A.A.S. Degree

		Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester	**(First Year)**				
CIS 172	Introduction to the Internet	2	3	0	3
ACC 120	Principles of Accounting I	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
OST 131	Keyboarding	1	2	0	2
	Total	**14**	**9**	**0**	**18**
Spring Semester	**(First Year)**				
ECM 168	Electronic Business	2	2	0	3
BUS 115	Business Law I	3	0	0	3
ECM 210	Introduction to E-Commerce	2	2	0	3
HIS 114	Comparative World History	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
OST 136	Word Processing	1	2	0	2
	Total	**14**	**6**	**0**	**17**
Summer Session	**(First Year)**				
CIS 130	Survey of Operating Systems	2	3	0	3
	Total	**2**	**3**	**0**	**3**
Fall Semester	**(Second Year)**				
BUS 137	Principles of Management	3	0	0	3
CIS 169	Business Presentations	1	2	0	2
ECO 251	Principles of Microeconomics	3	0	0	3
ECM 220	E-Commerce Planning/Implement.	2	2	0	3
MAT 140	Survey of Mathematics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
	Total	**15**	**4**	**0**	**17**
Spring Semester	**(Second Year)**				
BUS 260	Business Communications	3	0	0	3
ECM 230	Capstone Project	1	6	0	3
CIS 152	Database Concepts/Applications	2	2	0	3
ENG 233	Major American Writers	3	0	0	3
	or				
REL 221	Religion in America	3	0	0	3
OST 286	Professional Development	3	0	0	3
	Total	**12**	**8**	**0**	**15**

Total Semester Hours Required for Electronic Commerce A.A.S. Degree: 70

CRIMINAL JUSTICE TECHNOLOGY

(A55180)

A.A.S. Degree

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The role of the criminal justice system within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

COURSE REQUIREMENTS FOR CRIMINAL JUSTICE
Day and Evening Program
A.A.S. Degree

The Criminal Justice Program is offered semester by semester on a rotating basis.

			Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester						
CJC	111	Introduction to Criminal Justice	3	0	0	3
CJC	112	Criminology	3	0	0	3
CJC	113	Juvenile Justice	3	0	0	3
ENG	111	Expository Writing	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Total	**15**	**0**	**0**	**15**
Spring Semester						
CJC	120	Interview and Interrogation	1	2	0	2
CJC	121	Law Enforcement Operations	3	0	0	3
CJC	131	Criminal Law	3	0	0	3
CJC	132	Court Procedure & Evidence	3	0	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
		Total	**13**	**2**	**0**	**14**
Summer Session (offered each Summer Session)						
CJC	212	Ethics and Community Relations	3	0	0	3
CJC	232	Civil Liability	3	0	0	3
		Total	**6**	**0**	**0**	**6**
Fall Semester						
CIS	110	Introduction to Computers	3	0	0	3
CJC	231	Constitutional Law	3	0	0	3
CJC	211	Counseling	3	0	0	3
		or				
PSY	264	Counseling Techniques	2	2	0	3
CJC	241	Community-Based Corrections	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
		Total	**14/15**	**2**	**0**	**15/16**
Spring Semester						
CJC	141	Corrections	3	0	0	3
CJC	213	Substance Abuse	3	0	0	3
CJC	225	Crisis Intervention	3	0	0	3
CJC	221	Investigative Principles	3	2	0	4
ENG	233	Major American Writers	3	0	0	3
		or				
REL	221	Religion in America	3	0	0	3
		Total	**15**	**2**	**0**	**16**

Semester Hours Required for Criminal Justice Technology A.A.S. Degree: 66/67

EARLY CHILDHOOD ASSOCIATE
(A55220)
A.A.S. Degree/Diploma/Certificates

The Early Childhood Associate curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start programs, and school age programs.

COURSE REQUIREMENTS FOR EARLY CHILDHOOD ASSOCIATE
Day Program
A.A.S. Degree/Diploma/Certificates

			Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester (First Year)						
*	CIS 110	Introduction to Computers	2	2	0	3
+ *	EDU 144	Child Development I	3	0	0	3
+ *	EDU 146	Child Guidance	3	0	0	3
*	ENG 111	Expository Writing	3	0	0	3
*	PSY 150	General Psychology	3	0	0	3
		Total	**14**	**2**	**0**	**15**
Spring Semester (First Year)						
+ *	EDU 145	Child Development II	3	0	0	3
+ *	EDU 151	Creative Activities	3	0	0	3
+ *	EDU 119	Early Childhood Education	3	2	0	4
	ENG 114	Professional Research & Reporting	3	0	0	3
*	MAT 140	Survey of Mathematics	3	0	0	3
		Total	**15**	**2**	**0**	**16**
Summer Session (First Year)						
*	COE 111	Cooperative Work Experience I	0	0	10	1
*	COE 115	Work Experience Seminar I	1	0	0	1
*	EDU 131	Children, Family and Community	3	0	0	3
	EDU 171	Instructional Media	1	2	0	2
	EDU 235	School Age Dev/Programming	2	0	0	2
		Total	**7**	**2**	**10**	**9**
Fall Semester (Second Year)						
	EDU 251	Exploration Activities	3	0	0	3
*	EDU 282	Early Childhood Literature	3	0	0	3
	REL 221	Religion in America	3	0	0	3
*	EDU 221	Children with Special Needs	3	0	0	3
	EDU 261	Early Childhood Administration I	2	0	0	2
	EDU 275	Effective Teacher Training	2	0	0	2
		Total	**16**	**0**	**0**	**16**
Spring Semester (Second Year)						
	EDU 153	Health, Safety and Nutrition	3	0	0	3
	EDU 153A	Health, Safety and Nutrition Lab	0	2	0	1
	EDU 262	Early Childhood Administration II	3	0	0	3
	COE 122	Cooperative Work Exp. II	0	0	20	2
	COE 125	Work Experience Sem. II	1	0	0	1
	EDU 259	Curriculum Planning	3	0	0	3
		Total	**10**	**2**	**20**	**13**

Total Semester Hours Required for Early Childhood Associate A.A.S. Degree: 69

***Total Semester Hours Required for Early Childhood Associate Diploma: 39**

+ Total Semester Hours Required for Early Childhood Instructional Certificate: 16

COURSE SEQUENCE FOR EARLY CHILDHOOD ASSOCIATE
Evening Program
Diploma/Certificate

			Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester (First Year)						
* CIS	110	Introduction to Computers	2	2	0	3
* +EDU	119	Early Childhood Education	3	2	0	4
* ENG	111	Expository Writing	3	0	0	3
		Total	**8**	**4**	**0**	**10**
Spring Semester (First Year)						
*+EDU	144	Child Development I	3	0	0	3
*+EDU	146	Child Guidance	3	0	0	3
*+EDU	151	Creative Activities	3	0	0	3
		Total	**9**	**0**	**0**	**9**
Summer Session (First Year)						
* COE	111	Work Experience I	0	0	10	1
* COE	115	Work Experience Seminar I	1	0	0	1
		Total	**1**	**0**	**10**	**2**
Fall Semester (Second Year)						
* PSY	150	General Psychology	3	0	0	3
*+EDU	145	Child Development II	3	0	0	3
* EDU	282	Early Childhood Literature	3	0	0	3
		Total	**9**	**0**	**0**	**9**
Spring Semester (Second Year)						
* MAT	140	Survey of Mathematics	3	0	0	3
* EDU	221	Children with Special Needs	3	0	0	3
* EDU	131	Children, Family and Community	3	0	0	3
		Total	**9**	**0**	**0**	**9**

***Total Semester Hours Required for Early Childhood Associate Diploma: 39**

+ Total Semester Hours Required for Early Childhood Instructional Certificate: 16

Note: *Upon demand, the following course substitutions may be made:*

❑ EDU 111 Early Childhood Credentials I and EDU 112 Early Childhood Credentials II may be substituted for EDU 119 Early Childhood Education. (EDU 111 & EDU 112 satisfy requirements for the North Carolina Early Childhood Credential Certificate.)

❑ EDU 288 Advanced Issues of Early Childhood Education may be substituted for
EDU 275 Effective Teacher Training.

ELECTRICAL & ELECTRONICS TECHNOLOGY

(A35220)

A.A.S. Degree/Diploma/Certificate

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronics system found in residential, commercial and industrial facilities.

Training, most of which is hands-on, will include such topics as DC/AC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice, assisting in the layout, installation, and maintenance of electrical/electronic systems.

COURSE REQUIREMENTS
FOR ELECTRICAL & ELECTRONICS TECHNOLOGY
Day Program
A.A.S. Degree/Diploma/Certificate

			Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester (First Year)						
*	CIS 110	Introduction to Computers	2	2	0	3
+ *	ELC 112A	DC/AC Electricity	2	3	0	3
*	ELC 128	Introduction to PLC	2	3	0	3
*	ENG 111	Expository Writing	3	0	0	3
*	MAT 171	Precalculus Algebra	3	0	0	3
		Total	**12**	**8**	**0**	**15**
Spring Semester (First Year)						
+ *	ELC 113	Basic Wiring I	2	6	0	4
+ *	ELC 112B	DC/AC Electricity	1	3	0	2
*	ELC 117	Motor and Controls	2	6	0	4
*	ELN 131	Electronics Devices	3	3	0	4
	ENG 114	Professional Research & Reporting	3	0	0	3
	MAT 172	Precalculus Trigonometry	3	0	0	3
		Total	**14**	**18**	**0**	**20**
Summer Session (First Year)						
*	ELC 119	NEC Calculations	1	2	0	2
*	ELN 132	Linear IC Applications	3	3	0	4
		Total	**4**	**5**	**0**	**6**
Fall Semester (Second Year)						
+ *	ELC 115	Industrial Wiring	2	6	0	4
	ELN 133	Digital Electronics	3	3	0	4
	ELN 229	Industrial Electronics	2	4	0	4
	HIS 114	Comparative World History	3	0	0	3
		Total	**10**	**13**	**0**	**15**
Spring Semester (Second Year)						
	ELC 229	Application Project	1	3	0	2
	ELN 232	Introduction to Microprocessors	3	3	0	4
*	ELN 275	Troubleshooting	1	2	0	2
*	PCI 264	Process Control with PLC	3	3	0	4
	REL 221	Religion in America	3	0	0	3
		Total	**11**	**11**	**0**	**15**

Total Hours Required for Electrical & Electronics Technology A.A.S. Degree: 71

*** Total Hours Required for Electrical & Electronics Technology Diploma: 45**

+ Total Hours Required for Electrical & Electronics Technology Certificate: 13

*Graduation credit for course ELC 112 will be given when both ELC 112A and ELC 112B have been successfully completed.

Course Requirements For ELECTRICAL & ELECTRONICS TECHNOLOGY Evening Program A.A.S. Degree/Diploma/Certificate

			Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester (First Year)						
+ *	ELC 112A	DC/AC Electricity	2	3	0	3
*	ELC 128	Introduction to PLC	2	3	0	3
*	MAT 171	Precalculus Algebra	3	0	0	3
		Total	**7**	**5**	**0**	**9**
Spring Semester (First Year)						
+ *	ELC 112B	DC/AC Electricity	1	3	0	2
	MAT 172	Precalculus Trigonometry	3	0	0	3
+ *	ELC 113	Basic Wiring I	2	6	0	4
		Total	**6**	**9**	**0**	**9**
Fall Semester (Second Year)						
*	CIS 110	Introduction to Computers	2	2	0	3
*	ELC 119	NEC Calculations	1	2	0	2
*	ENG 111	Expository Writing	3	0	0	3
	HIS 114	Comparative World History	3	0	0	3
		Total	**9**	**4**	**0**	**11**
Spring Semester (Second Year)						
*	ELC 117	Motors & Controls	2	6	0	4
*	ELN 131	Electronic Devices	3	3	0	4
		Total	**5**	**9**	**0**	**8**
Fall Semester (Third Year)						
+ *	ELC 115	Industrial Wiring	2	6	0	4
*	ELN 132	Linear IC Applications	3	3	0	4
		Total	**5**	**9**	**0**	**8**
Spring Semester (Third Year)						
	ELN 133	Digital Electronics	3	3	0	4
	ENG 114	Professional Research & Reporting	3	0	0	3
	REL 221	Religion in America	3	0	0	3
		Total	**9**	**3**	**0**	**10**
Fall Semester (Fourth Year)						
	ELN 229	Industrial Electronics	2	4	0	4
	ELN 232	Intro. To Microprocessors	3	3	0	4
		Total	**5**	**7**	**0**	**8**
Spring Semester (Fourth Year)						
	ELC 229	Application Project	1	3	0	2
*	ELN 275	Troubleshooting	1	2	0	2
*	PCI 264	Process Control w/PLC	3	3	0	4
		Total	**6**	**9**	**0**	**8**

Total Hours Required for Electrical & Electronics Technology A.A.S. Degree: 71

*** Total Hours Required for Electrical & Electronics Technology Diploma: 45**

+ Total Hours Required for Electrical & Electronics Technology Certificate: 13

EMERGENCY MEDICAL SCIENCE
(A45340)
A.A.S. Degree

The Emergency Medical Science curriculum is designed to prepare graduates to enter the workforce as paramedics. Additionally, the program can provide an Associate Degree for individuals desiring an opportunity for career enhancement.

The course of study provides the student an opportunity to acquire basic and advanced life support knowledge and skills by utilizing classroom instruction, practical laboratory sessions, hospital clinical experience, and field internships with emergency medical service agencies.

Students progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

Note: *Clinical externships in the Emergency Medical Science Program are supervised by an instructor and an on-site resource person. Students do not receive monetary compensation for their externship experience.*

COURSE REQUIREMENTS FOR EMERGENCY MEDICAL SCIENCE
Day Program
A.A.S. Degree

				Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester (First Year)							
	BIO	165	Anatomy & Physiology I	3	3	0	4
	CIS	113	Computer Basics	0	2	0	1
*	EMS	110	EMT Basic	4	6	0	6
*	EMS	111	Prehospital Environment	2	2	0	3
	ENG	111	Expository Writing	3	0	0	3
			Total	**12**	**13**	**0**	**17**
Spring Semester (First Year)							
	BIO	166	Anatomy & Physiology II	3	3	0	4
*	EMS	120	Intermediate Interventions	2	3	0	3
*	EMS	121	EMS Clinical	0	0	6	2
xx*	EMS	130	Pharmacology	1	3	0	2
*	EMS	131	Advanced Airway Management	1	2	0	2
	ENG	114	Professional Research & Reporting	3	0	0	3
			Total	**10**	**11**	**6**	**16**
Summer Session (First Year)							
*	EMS	150	Emergency Veh./EMS Comm.	1	3	0	2
	EMS	235	EMS Management	2	0	0	2
*	EMS	270	Life Span Emergencies	2	2	0	3
*	EMS	221	Clinical Practicum II	0	0	9	3
			Total	**5**	**5**	**9**	**10**
Fall Semester (Second Year)							
*	EMS	220	Cardiology	2	6	0	4
*	EMS	231	Clinical Practicum III	0	0	9	3
*	EMS	240	Special Needs Patients	1	3	0	2
*	EMS	250	Advanced Medical Emergencies	2	3	0	3
	PSY	150	General Psychology	3	0	0	3
			Total	**8**	**12**	**9**	**15**
Spring Semester (Second Year)							
*	EMS	140	Rescue Scene Management	1	6	0	3
	EMS	210	Advanced Patient Assessment	1	3	0	2
*	EMS	241	Clinical Practicum IV	0	0	9	3
*	EMS	260	Advanced Trauma Emergencies	1	3	0	2
*	EMS	285	EMS Capstone	1	3	0	2
	ENG	233	Major American Writers	3	0	0	3
			or				
	REL	221	Religion in America	3	0	0	3
			Total	**7**	**15**	**9**	**15**

xx = Prerequisite for EMS 130: Minimum ASSET score of 40 in Elementary Algebra or successful completion of MAT 070.

Total Semester Hours Required for Emergency Medical Science A.A.S. Degree : 73

COURSE REQUIREMENTS FOR EMERGENCY MEDICAL SCIENCE A.A.S. Degree Evening Program

			Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester (First Year)						
BIO	165	Anatomy & Physiology I	3	3	0	4
CIS	113	Computer Basics	0	2	0	1
ENG	111	Expository Writing	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Total	**9**	**5**	**0**	**11**
Spring Semester (First Year)						
BIO	166	Anatomy & Physiology II	3	3	0	4
* EMS	110	EMT Basic	4	6	0	6
* EMS	111	Prehospital Environment	2	2	0	3
		Total	**9**	**11**	**0**	**13**
Summer Session (First Year)						
* EMS	150	Emergency Veh./EMS Comm.	1	3	0	2
ENG	114	Professional Research & Reporting	3	0	0	3
		Total	**4**	**3**	**0**	**5**
Fall Semester (Second Year)						
* EMS	120	Intermediate Interventions	2	3	0	3
* EMS	121	EMS Clinical I	0	0	6	2
xx*EMS	130	Pharmacology	1	3	0	2
* EMS	131	Advanced Airway Management	1	2	0	2
* EMS	250	Advanced Medical Emergencies	2	2	0	3
		Total	**6**	**11**	**6**	**12**
Spring Semester (Second Year)						
EMS	210	Advanced Patient Assessment	1	3	0	2
ENG	233	Major American Writers	3	0	0	3
		or				
REL	221	Religion in America	3	0	0	3
		Total	**4**	**3**	**0**	**5**
Summer Session (Second Year)						
* EMS	221	Clinical Practicum II	0	0	9	3
EMS	235	EMS Management 2	0	0	2	
* EMS	240	Special Needs Patients	1	3	0	2
		Total	**3**	**3**	**9**	**7**
Fall Semester (Third Year)						
* EMS	140	Rescue Scene Management	1	6	0	3
* EMS	231	Clinical Practicum III	0	0	9	3
* EMS	220	Cardiology	2	6	0	4
		Total	**3**	**12**	**9**	**10**
Spring Semester (Third Year)						
* EMS	241	Clinical Practicum IV	0	0	9	3
* EMS	260	Advanced Trauma Emergencies	1	3	0	2
* EMS	270	Life Span Emergencies	2	2	0	3
* EMS	285	EMS Capstone	1	3	0	2
		Total	**4**	**8**	**9**	**10**

Total Semester Hours Required for Emergency Medical Science A.A.S. Degree: 73

Emergency Medical Science Bridging Opportunity

A bridging opportunity is available in the Emergency Medical Science degree program for incoming students who are currently certified at the EMT-Paramedic level. The bridging program gives students credit for life experiences through certifications.

Qualification:
EMS Bridging students who meet the following criteria will receive credit for their experiences:

(1) have obtained Paramedic certification from the National Registry of North Carolina;
(2) have 4200 hours patient care time at the Paramedic level; and
(3) have the following certifications:
Basic Cardiac Life Support - Health Care Provider (BCLS),
Advanced Cardiac Life Support - Provider (ACLS),
Prehospital Trauma Life Support (PHTLS) and/or Basic Trauma Life Support (BTLS)

Course Credit:
Qualified bridging students will receive credit for the following courses:

EMS 110	EMT Basic
EMS 111	Prehospital Environment
EMS 120	Intermediate Interventions
EMS 121	EMS Clinical Practicum I
EMS 130	Pharmacology I for EMS
EMS 131	Advanced Airway Management
EMS 220	Cardiology
EMS 221	EMS Clinical Practicum II
EMS 150	Emergency Vehicles and EMS Communication
EMS 231	EMS Clinical Practicum III
EMS 250	Advanced Medical Emergencies
EMS 270	Life Span Emergencies
EMS 240	Behavioral Emergencies
EMS 140	Rescue Scene Management
EMS 241	EMS Clinical Practicum IV
EMS 260	Advanced Trauma Emergencies
EMS 285	EMS Capstone

Associate in Applied Science Degree Requirements:
EMS Bridging students must take all general education courses required in the Emergency Medical Science degree program and the following EMS courses:

EMS 280	EMS Bridging
EMS 235	EMS Management
EMS 210	Advanced Patient Assessment

FOREST MANAGEMENT TECHNOLOGY
(A15200)
A.A.S. Degree

The Forest Management Technology curriculum is designed to help students acquire technical knowledge, understanding, and abilities in developing, conserving, and utilizing forest resources.

Students develop an understanding and ability in the principles and practices of forest resource management. Students will spend much of their time in field training situations where emphasis is placed on the practical application of this knowledge and skill.

Graduates should be qualified for entry into positions as forest technicians with federal, state, and private forestry enterprises. Graduates will have competencies in forest protection, forest management, forest procurement and in performing various related technical activities.

COURSE REQUIREMENTS FOR FOREST MANAGEMENT TECHNOLOGY
Day Program
A.A.S. Degree

			Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester (First Year)						
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
FOR	121	Dendrology	2	6	0	4
FOR	131	Forest Measurements	2	3	0	3
FOR	171	Introduction to Forest Resources	3	0	0	3
		Total	**12**	**11**	**0**	**16**
Spring Semester (First Year)						
ENG	114	Professional Research & Reporting	3	0	0	3
FOR	123	Forest Botany	2	3	0	3
FOR	151	Forest Equipment Operation	1	6	0	3
FOR	232	Forest Mensuration	2	6	0	4
MAT	120	Geometry and Trigonometry	2	2	0	3
		Total	**10**	**17**	**0**	**16**
Summer Session (offered each Summer Session)						
FOR	173	Soils & Hydrology	2	3	0	3
COE	111	Co-Op Work Experience I	0	0	10	1
		Total	**2**	**3**	**10**	**4**
Fall Semester (Second Year)						
FOR	175	Wildlife/Environmental Studies	2	3	0	3
FOR	213	Remote Sensing	2	3	0	3
FOR	234	Forest Surveying	2	6	0	4
FOR	240	Forest Protection	2	3	0	3
FOR	285	Logging & Marketing	2	3	0	3
PSY	150	General Psychology	3	0	0	3
		Total	**13**	**18**	**0**	**19**
Spring Semester (Second Year)						
ENG	223	Major American Writers	3	0	0	3
		or				
REL	221	Religion in America	3	0	0	3
FOR	225	Silvics & Silviculture	3	3	0	4
FOR	245	Forest Pesticides	2	3	0	3
FOR	271	Forest Management	2	3	0	3
FOR	282	Forest Recreation	2	3	0	3
FOR	215	Intro. to GIS/GPS	1	4	0	3
		Total	**13**	**16**	**0**	**19**

Semester Hours Required for Forest Management Technology A.A.S. Degree: 74

GENERAL OCCUPATIONAL TECHNOLOGY

(A55280)

A.A.S. Degree

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry level employment opportunities.

COURSE REQUIREMENTS FOR GENERAL OCCUPATIONAL TECHNOLOGY

			Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
General Education Requirements (18 SHC)						
ENG	111	Expository Writing	3	0	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
ENG	233	Major American Writers	3	0	0	3
REL	221	Religion in American	3	0	0	3
PSY	150	General Psychology	3	0	0	3
		Total	**18**	**0**	**0**	**18**

Major Courses (18 SHC)

Eighteen semester hour credit (18 SHC) from a combination of core courses in a curriculum approved to be offered by the College.

Total **18**

Other Required Courses (3 SHC)

CIS	110	Introduction to Computers	2	2	0	3
		Total	**2**	**2**	**0**	**3**

Major Courses (27 SHC)

Twenty-seven semester hour credit (27 SHC) from prefixes of major courses approved to be offered by the College.

Total **27**

Semester Hours Required for General Occupational Technology A.A.S. degree: 66

GUNSMITHING
(A30200)
A.A.S. Degree/Diploma/Certificate

The Gunsmithing curriculum is designed to provide the student with the required skills needed to refurbish metal and wood as applicable to firearms, to diagnose malfunctions for repair, and to accomplish more complex custom gunsmithing tasks.

Course work includes manufacturing of tools used in the gunsmithing trade, restoration of firearms, stock making, barrel work, repair work, and custom work. The student will accomplish this work by performing actual gunsmithing tasks in a "hands-on" environment.

Graduates should qualify as professional gunsmiths, able to complete any task in general gunsmithing.

COURSE REQUIREMENTS FOR GUNSMITHING
Day Program
A.A.S. Degree/Diploma/Certificates

The Gunsmithing Diploma or completion of curriculum core requirements is a prerequisite for the Gunsmithing Certificate options.

			Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester (First Year)						
*	ENG 111	Expository Writing	3	0	0	3
*	GSM 111	Gunsmithing I	2	12	0	6
++	GSM 120	Gunsmithing Tools	2	12	0	6
		Total	**7**	**24**	**0**	**15**
Spring Semester (First Year)						
	ENG 114	Professional Research & Reporting	3	0	0	3
++	GSM 123	Basic Stockmaking	2	12	0	6
*	GSM 125	Barrel Fitting/Alteration	3	9	0	6
*	MAT 120	Geometry and Trigonometry	2	2	0	3
		Total	**10**	**23**	**0**	**18**
Summer Session (First Year)						
*	GSM 127	General Repair	3	9	0	6
		Total	**3**	**9**	**0**	**6**
Fall Semester (Second Year)						
	CIS 113	Computer Basics	0	2	0	1
+	GSM 223	Rifle Stockmaking	2	12	0	6
+	GSM 230	Handgun Technology	2	9	0	5
	PSY 150	General Psychology	3	0	0	3
		Total	**7**	**23**	**0**	**15**
Spring Semester (Second Year)						
	ENG 233	Major American Writers	3	0	0	3
		or				
	REL 221	Religion in America	3	0	0	3
+	GSM 227	Advanced Repair Technology	2	12	0	6
*	GSM 235	Current Gunsmithing Technology	2	12	0	6
		Total	**7**	**24**	**0**	**15**
Summer Session (Second Year)						
**	GSM 225	Gunmetal Refinishing	2	12	0	6
		Total	**2**	**12**	**0**	**6**

Notes:
ENG 101 may be substituted for ENG 111 upon request for Diploma students only.
MAT 101 may be substituted for MAT 120 upon request for Diploma students only.

Total Semester Hours Required for Gunsmithing A.A.S. Degree: 76

*** Total Semester Hours Required for Gunsmithing Diploma: 36**

+ Total Semester Hours Required for Design and Repair Certificate: 17

++ Total Semester Hours Required for Gunsmithing Technology Certificate: 12

COURSE REQUIREMENTS
FOR GUNSMITHING
Evening Program
Diploma/Certificates

The Gunsmithing Diploma or completion of curriculum core requirements is a prerequisite for the Gunsmithing Certificate options.

			Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester (First Year)						
+ *GSM	111	Gunsmithing I	2	12	0	6
		Total	**2**	**12**	**0**	**6**
Spring Semester (First Year)						
+ *GSM	125	Barrel Fitting Alterations	3	9	0	6
* ENG	111	Expository Writing	3	0	0	3
		Total:	**6**	**9**	**0**	**9**
Summer Session (First Year)						
+ +*GSM	225A	Gunmetal Refinishing "A"	1	6	0	3
		Total	**1**	**6**	**0**	**3**
Fall Semester (Second Year)						
+ *GSM	127	General Repair	3	9	0	6
* MAT	120	Geometry and Trigonometry	2	2	0	3
		Total	**5**	**11**	**0**	**9**
Spring Semester (Second Year)						
++ *GSM	235	Current Gunsmithing Tech.	2	12	0	6
		Total	**2**	**12**	**0**	**6**
Summer Session (Second Year)						
++ *GSM	225B	Gunmetal Refinishing	1	6	0	3
		Total	**1**	**6**	**0**	**3**

Notes:

ENG 101 may be substituted for ENG 111 upon request for Diploma students only.
MAT 101 may be substituted for MAT 120 upon request for Diploma students only.

*** Total Semester Hours Required for Gunsmithing Diploma: 36**

+ Total Semester Hours Required for Basic Gunsmithing Certificate: 15

++ Total Semester Hours Required for Gunsmithing Refinishing Certificate: 12

HUMAN SERVICES TECHNOLOGY
(A45380)
A.A.S. Degree/Diploma/Certificate

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies that provide social, community, and educational services. Along with core courses, students take courses that prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

Note: Human Services Technology is offered on the MCC campus through a collaborative agreement with Stanly Community College.

COURSE REQUIREMENTS FOR HUMAN SERVICES TECHNOLOGY
Day Program
A.A.S. Degree/Diploma/Certificate

			Class Hrs.	Lab Hrs.	Work Exp. Hrs.	Credit Hrs.
Fall Semester (First Year)						
*	ACA 111	College Student Success	1	0	0	1
*	CIS 110	Introduction to Computer	2	2	0	3
*	ENG 111	Expository Writing	3	0	0	3
*	HSE 110	Introduction to Human Services	2	2	0	3
*	PSY 150	General Psychology	3	0	0	3
*	SOC 210	Introduction to Sociology	3	0	0	3
		Total	**14**	**4**	**0**	**16**
Spring Semester (First Year)						
*	ENG 113	Literature-Based Research	3	0	0	3
		Or				
*	ENG 114	Professional Research & Reporting	3	0	0	3
	HSE 112	Group Process I	1	2	0	2
*	HSE 123	Interviewing Techniques	2	2	0	3
*	PSY 241	Developmental Psychology	3	0	0	3
*	SOC 213	Sociology of Family	3	0	0	3
		Total	**15**	**4**	**0**	**14**
Summer Session (First Year)						
*	HSE 227	Children & Adolescents in Crisis	3	0	0	3
*	PSY 255	Introduction to Exceptionality	3	0	0	3
		Total	**6**	**0**	**0**	**6**
Fall Semester (Second Year)						
	COE 111	Co-op Work Experience I	0	0	10	1
	COE 115	Work Experience Seminar I	1	0	0	1
*	HSE 125	Counseling	2	2	0	3
	HSE 225	Crisis Intervention	3	0	0	3
	MAT 115	Mathematical Models	2	2	0	3
		Or				
	MAT 140	Survey of Mathematics	3	0	0	3
	PSY 281	Abnormal Psychology	3	0	0	3
	SAB 110	Substance Abuse Overview	3	0	0	3
		Total	**17**	**4**	**10**	**17**
Spring Semester (Second Year)						
	COE 121	Co-op Work Experience II	0	0	10	1
	COE 125	Work Experience Seminar II	1	0	0	1
	HSE 210	Human Services Issues	2	0	0	2
	SOC 232	Social Context of Aging	3	0	0	3
	--- ---	Elective from list				3
	--- ---	Humanities elective				3
		Total				**13**

Total Semester Hours Required for Human Services Technology A.A.S. Degree: 66

***Total Semester Hours Required for Human Services Technology Diploma: 37**

Note: English and mathematics courses may require prep courses (those courses numbered below 100) dependent on placement test scores. It may, therefore, require more than two years to complete the associate degree requirements.

Students will select electives from the following list of courses:

GRO	120	Gerontology	3	0	0	3
GRO	240	Gerontology Care Managing	2	0	0	2
HSE	220	Case Management	2	2	0	3
PSY	265	Behavior Modification	3	0	0	3
SAB	137	Co-Dependency	3	0	0	3
SAB	210	Substance Abuse Counseling	2	2	0	3

COURSE REQUIREMENTS FOR HUMAN SERVICES TECHNOLOGY
Certificate Options

Human Services Technology-Gerontology (C45380G)

GRO	120	Geronotology	3	0	0	3
PSY	141	Psychology of Death & Dying	3	0	0	3
PSY	150	General Psychology	3	0	0	3
SOC	232	Social Context of Aging	3	0	0	3
		Total	**12**	**0**	**0**	**12**

Total Hours Required for Human Services Tech. Gerontology Certificate: 12

Human Services Technology: Substance Abuse (C45380S)

HSE	225	Crisis Intervention	3	0	0	3
SAB	110	Substance Abuse Overview	3	0	0	3
SAB	137	Co-Dependency	3	0	0	3
SAB	210	Substance Abuse Counseling	2	2	0	3
		Total	**11**	**2**	**0**	**12**

Total Hours Required for Human Services Tech. Substance Abuse Certificate: 12

INDUSTRIAL MAINTENANCE TECHNOLOGY (A50240) A.A.S. Degree/Diploma/Certificate

The Industrial Maintenance Technology curriculum is designed to prepare or upgrade individuals to service, maintain, repair, or install equipment for a wide range of industries. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial equipment and physical facilities.

Students will learn technical skills in blueprint reading, electricity, hydraulics/pneumatics, machining, welding, and various maintenance procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of any of the various levels of this curriculum, graduates should gain the necessary practical skills and related technical information to qualify for employment or advancement in the various areas of industrial maintenance technology.

COURSE REQUIREMENTS FOR INDUSTRIAL MAINTENANCE TECHNOLOGY
Day Program
A.A.S. Degree/Diploma/Certificate

				Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester (First Year)							
	BPR	111	Blueprint Reading	1	2	0	2
	CIS	110	Introduction to Computers	2	2	0	3
+ *	ELC	112A	DC/AC Electricity	2	3	0	3
	ELC	128	Introduction to PLC	2	3	0	3
	ENG	111	Expository Writing	3	0	0	3
	MNT	110	Intro to Maintenance Procedures	1	3	0	2
			Total	**11**	**13**	**0**	**16**
Spring Semester (First Year)							
+ *	ELC	112B	DC/AC Electricity	1	3	0	2
	ELC	113	Basic Wiring I	2	6	0	4
	ELC	117	Motor and Controls	2	6	0	4
	ELN	131	Electronics Devices	3	3	0	4
	ENG	114	Profess. Research & Reporting	3	0	0	3
	MAT	120	Geometry & Trigonometry	3	0	0	3
			Total	**14**	**18**	**0**	**20**
Summer Session (First Year)							
	ELC	119	NEC Calculations	1	2	0	2
	MEC	130	Mechanisms	2	3	0	3
			Total	**3**	**5**	**0**	**5**
Fall Semester (Second Year)							
	ELC	115	Industrial Wiring	2	6	0	4
	ELN	229	Industrial Electronics	2	4	0	4
	HIS	114	Comparative World History	3	0	0	3
+	HYD	110	Hydraulics/Pneumatics I	2	3	0	3
+	MEC	111	Machine Processes I	2	3	0	3
	MEC	263	Electrical & Pneumatic Components	2	4	0	4
			Total	**13**	**20**	**0**	**21**
Spring Semester (Second Year)							
	AHR	120	HVACR Maintenance	1	3	0	2
	ELC	215	Electrical Maintenance	2	3	0	3
	PCI	264	Process Control with PLC	3	3	0	4
	REL	221	Religion in America	3	0	0	3
+	WLD	112	Basic Welding Processes	1	3	0	2
			Total	**10**	**12**	**0**	**14**

Total Semester Hours Required for Industrial Maint. Technology A.A.S. Degree: 76

Total Hours Required for Industrial Maintenance Technology Diploma: 48

Total Semester Hours Required for Industrial Maint. Technology Certificate: 13

*Graduation credit for course ELC 112 will be given when both ELC 112A and ELC 112B have been successfully completed.

INDUSTRIAL MAINTENANCE TECHNOLOGY
Evening Program
A.A.S. Degree/Diploma/Certificate

				Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester (First Year)							
	BPR	111	Blueprint Reading	1	2	0	2
+	ELC	112A	DC/AC Electricity	2	3	0	3
	ELC	128	Intro to PLC	2	3	0	3
			Total	**5**	**8**	**0**	**8**
Spring Semester (First Year)							
+	ELC	112B	DC/AC Electricity	1	3	0	2
	ELC	113	Basic Wiring	2	6	0	4
	MAT	120	Geometry & Trigonometry	3	0	0	3
+	MEC	111	Machine Processes I	2	3	0	3
			Total	**8**	**12**	**0**	**12**
Fall Semester (Second Year)							
	CIS	110	Intro to Computers	2	2	0	3
	ELC	119	NEC Calculations	1	2	0	2
	ENG	111	Expository Writing	3	0	0	3
	HIS	114	Comparative World History	3	0	0	3
			Total	**9**	**4**	**0**	**11**
Spring Semester (Second Year)							
	ELC	117	Motors and Controls	2	6	0	4
	ELN	131	Electronic Devices	3	3	0	4
			Total	**5**	**9**	**0**	**8**
Fall Semester (Third Year)							
	ELC	115	Industrial Wiring	2	6	0	4
	MEC	130	Mechanisms	2	3	0	3
			Total	**4**	**9**	**0**	**7**
Spring Semester (Third Year)							
	ENG	114	Professional Research & Reporting	3	0	0	3
	MEC	263	Electrical/Pneumatic Components	2	4	0	4
	MNT	110	Intro to Maintenance Procedures	1	3	0	2
	REL	221	Religion in America	3	0	0	3
			Total	**9**	**7**	**0**	**12**
Fall Semester (Fourth Year)							
	ELN	229	Industrial Electronics	2	4	0	4
+	HYD	110	Hydraulics/Pneumatics I	2	3	0	3
+	WLD	112	Basic Welding Processes	1	3	0	2
			Total	**5**	**10**	**0**	**9**
Spring Semester (Fourth Year)							
	AHR	120	HVACR Maintenance	1	3	0	2
	ELC	215	Electrical Maintenance	2	3	0	3
	PCI	264	Process Control with PLC	3	3	0	4
			Total	**6**	**9**	**0**	**9**

Total Hours Required for Industrial Maint. Technology A.A.S. Degree: 76

Total Hours Required for Industrial Maintenance Technology Diploma: 48

Total Hours Required for Industrial Maint. Technology Certificate: 13

INFORMATION SYSTEMS TECHNOLOGY
(A25260)
A.A.S. Degree/Diploma/Certificate

The Information Systems curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible program, designed to meet community information system needs.

Course work includes computer systems terminology and operations, logic, operating systems, database, data communications/networking, and related business topics. Studies will provide experience for students to implement, support, and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer-related, entry-level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training, and business applications design and implementation.

***Microsoft Certification Program**

Montgomery Community College is an Approved Microsoft Certification Testing Center. Certification tests are available for Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook, and Microsoft FrontPage. Users who attain Expert User status in Word, Excel, Access, PowerPoint, and Outlook may also qualify to take the Microsoft Office Integration exam which certifies the user as a Certified Microsoft Office Expert.

Montgomery Community College has incorporated the Microsoft OfficePackage into specific curriculum classes in the Business Technologies Department, including the Information Systems Technology curriculum. It is possible to complete the Microsoft Certification program in one year, or students may take only those classes in which they wish to obtain certification.

Information Systems Technology Program students interested in Microsoft Certification should consult with the Business Technologies Division Chair or the Information Systems Technology Program Lead Instructor for details and course scheduling. However, it is not necessary to be enrolled in a degree program to take a Microsoft certification exam. Anyone who has otherwise obtained the competencies and wishes to sit for the exam may use MCC's Approved Certification Testing Center. There is a fee for sitting for Microsoft certification exams.

COURSE REQUIREMENTS FOR INFORMATION SYSTEMS TECHNOLOGY
Day Program
A.A.S. Degree/Diploma/Certificate

				Class Hrs.	Lab Hrs	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester (First Year)							
	ACC	120	Principles of Accounting I	3	2	0	4
+ *	BUS	110	Introduction to Business	3	0	0	3
+ *	CIS	110	Introduction to Computers	2	2	0	3
*	ENG	111	Expository Writing	3	0	0	3
+ *	OST	131	Keyboarding	1	2	0	2
			Total	**12**	**6**	**0**	**15**
Spring Semester (First Year)							
	ACC	150	Computerized General Ledger	1	2	0	2
*	BUS	121	Business Math	2	2	0	3
	CIS	115	Intro to Programming & Logic	2	2	0	3
*	CIS	120	Spreadsheet I	2	2	0	3
*	ENG	114	Prof. Research & Reporting	3	0	0	3
+ *	OST	136	Word Processing	1	2	0	2
			Total	**11**	**10**	**0**	**16**
Summer Session (First Year)							
*	CIS	165	Desktop Publishing I	2	2	0	3
			Total	**2**	**2**	**0**	**3**
Fall Semester (Second Year)							
	CIS	130	Survey of Operating Systems	2	3	0	3
*	CIS	169	Business Presentations	1	2	0	2
	CIS	172	Intro to the Internet	2	3	0	3
	HIS	114	Comparative World History	3	0	0	3
	MAT	140	Survey of Mathematics	3	0	0	3
+ *	NET	110	Data Comm/Networking	2	2	0	3
			Total	**13**	**10**	**0**	**17**
Spring Semester (Second Year)							
*	BUS	260	Business Communications	3	0	0	3
	CIS	170	Tech. Support Functions I	2	2	0	3
+ *	CIS	152	Database Concepts/Apps.	2	2	0	3
	CIS	217	Computer Training/Support	2	2	0	3
	CIS	286	Systems Analysis/Design	3	0	0	3
	ENG	233	Major American Writers	3	0	0	3
			or				
	REL	221	Religion in America	3	0	0	3
*	OST	286	Professional Development	3	0	0	3
			Total	**18**	**6**	**0**	**21**

Total Hours Required for Information System Tech. A.A.S. Degree: 72

*** Total Hours Required for Information Systems Technology Diploma: 39**

+ Total Hours Required for Information Systems Technology Certificate: 16

COURSE REQUIREMENTS
FOR INFORMATION SYSTEMS TECHNOLOGY
Evening Program
A.A.S. Degree/Diploma/Certificate

			Class Hrs.	Lab Hrs	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester (First Year)						
+ * CIS	110	Introduction to Computers	2	2	0	3
* ENG	111	Expository Writing	3	0	0	3
+ * OST	131	Keyboarding	1	2	0	2
		Total	**6**	**4**	**0**	**8**
Spring Semester (First Year)						
* BUS	121	Business Math	2	2	0	3
* CIS	120	Spreadsheet I	2	2	0	3
* ENG	114	Prof. Research & Reporting	3	0	0	3
+ * OST	136	Word Processing	1	2	0	2
		Total	**8**	**6**	**0**	**11**
Fall Semester (Second Year)						
+ * BUS	110	Introduction to Business	3	0	0	3
* CIS	165	Desktop Publishing I	2	2	0	3
* CIS	169	Business Presentations	1	2	0	2
		Total	**6**	**4**	**0**	**8**
Spring Semester (Second Year)						
* BUS	260	Business Communication	3	0	0	3
+ * CIS	152	Database Concepts/Apps.	2	2	0	3
+ * NET	110	Data Comm/Networking	2	2	0	3
		or				
+ * CIS	130	Survey of Operating Systems	2	3	0	3
* OST	286	Professional Development	3	0	0	3
		Total	**10**	**4/5**	**0**	**12**

*** Total Semester Hours Required for Information Systems Diploma: 39**

+ Total Semester Hours Required for Information Systems Certificate: 16

INFORMATION SYSTEMS TECHNOLOGY/ NETWORK ADMINISTRATION AND SUPPORT (A2526D) A.A.S. Degree

Network Administration and Support is a concentration under the curriculum title of Information Systems. This curriculum prepares students to install and support networks and develops strong analytical skills and extensive computer knowledge. Course work includes extensive hands-on experience with networks. Classes cover media types, topologies, and protocols with installation and support of hardware and software, troubleshooting network and computer problems, and administrative responsibilities.

Graduates should qualify for positions such as LAN/PC administrator, microcomputer support specialist, network control operator, communications technician/analyst, network/computer consultant, and information systems specialist. Graduates should be prepared to sit for certification exams which can result in industry-recognized credentials.

COURSE REQUIREMENTS
FOR INFORMATION SYSTEMS TECHNOLOGY/ NETWORK ADMINISTRATION & SUPPORT
Day Program
A.A.S. Degree

			Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester (First Year)						
CIS	110	Introduction to Computers	2	2	0	3
CIS	130	Survey of Operating Systems	2	3	0	3
CIS	174	Network System Manager I	2	2	0	3
ENG	111	Expository Writing	3	0	0	3
OST	131	Keyboarding	1	2	0	2
NET	110	Data Comm/Networking	2	2	0	3
		Total	**12**	**11**	**0**	**17**
Spring Semester (First Year)						
BUS	121	Business Math	2	2	0	3
CIS	115	Intro to Programming & Logic	2	2	0	3
CIS	170	Technical Support Functions I	2	2	0	3
CIS	175	Network Management I	2	2	0	3
CIS	217	Computer Training & Support	2	2	0	3
OST	136	Word Processing	1	2	0	2
		Total	**11**	**12**	**0**	**17**
Summer Session (First Year)						
ENG	114	Professional Research & Reporting	3	0	0	3
		Total	**3**	**0**	**0**	**3**
Fall Semester (Second Year)						
ACC	120	Principles of Accounting I	3	2	0	4
BUS	110	Introduction to Business	3	0	0	3
CIS	274	Network Systems Manager II	2	2	0	3
HIS	114	Comparative World History	3	0	0	3
MAT	140	Survey of Mathematics	3	0	0	3
		Total	**14**	**4**	**0**	**16**
Spring Semester (Second Year)						
ACC	150	Computerized General Ledger	1	2	0	2
BUS	260	Business Communication	3	0	0	3
CIS	152	Database Concepts/Applications	2	2	0	3
CIS	275	Network Management II	2	2	0	3
ENG	233	Major American Writers	3	0	0	3
		or				
REL	221	Religion in America	3	0	0	3
OST	286	Professional Development	3	0	0	3
		Total	**14**	**6**	**0**	**17**
Summer Session (Second Year)						
CIS	287	Network Support	2	2	0	3
		Total	**2**	**2**	**0**	**3**

Total Semester Hours Required for Network Admin. & Support A.A.S. Degree: 73

INTERNET TECHNOLOGIES
(A25290)
A.A.S. Degree

The Internet Technologies curriculum is designed to prepare graduates for employment with organizations that use computers to disseminate information via the Internet internally, externally, and/or globally. The curriculum will prepare students to create and implement these services.

Course work includes computer and Internet terminology and operations, logic, operating systems, databases and data communications/networking, and related topics. Studies will provide opportunities for students to implement, support, and customize industry-standard Internet technologies.

Graduates should qualify for career opportunities as webmasters, Internet and intranet administrators, Internet applications specialists, Internet programmers and Internet technicians. Government institutions, industries, and other organizations employ individuals who possess the skills taught in this curriculum.

COURSE REQUIREMENTS FOR INTERNET TECHNOLOGIES
Day Program
A.A.S. Degree

			Class Hrs.	Lab Hrs	Work Exp/ Clinical Hrs	Credit Hrs.
Fall Semester (First Year)						
CIS	110	Introduction to Computers	2	2	0	3
CIS	115	Intro to Programming/Logic	2	2	0	3
CIS	172	Introduction to the Internet	2	3	0	3
ENG	111	Expository Writing	3	0	0	3
ITN	140	Web Development Tools	2	2	0	3
OST	131	Keyboarding	1	2	0	2
		Total	**12**	**11**	**0**	**17**
Spring Semester (First Year)						
CSC	160	Intro to Internet Programming	2	2	0	3
ENG	114	Professional Research & Reporting	3	0	0	3
ITN	110	Intro to Web Graphics	2	2	0	3
ITN	130	Web Site Management	2	2	0	3
NET	110	Data Comm/Networking	2	2	0	3
OST	136	Word Processing	1	2	0	2
		Total	**12**	**10**	**0**	**17**
Summer Session (First Year)						
CIS	130	Survey of Operating Systems	2	3	0	3
CIS	217	Computer Training & Support	2	2	0	3
		Total	**4**	**5**	**0**	**6**
Fall Semester (Second Year)						
CIS	170	Technical Functions I	2	2	0	3
CSC	134	C++ Programming	2	3	0	3
HIS	114	Comparative World History	3	0	0	3
ITN	120	Intro to Internet Multimedia	2	2	0	3
ITN	170	Internet Database	2	2	0	3
MAT	140	Survey of Mathematics	3	0	0	3
		Total	**14**	**9**	**0**	**18**
Spring Semester (Second Year)						
CET	245	Internet Servers	2	3	0	3
ENG	233	Major American Writers	3	0	0	3
		or				
REL	221	Religion in America	3	0	0	3
ITN	150	Internet Protocols	2	2	0	3
ITN	260	Introduction to E-Commerce	2	2	0	3
ITN	270	Advanced Database	2	2	0	3
NET	260	Internet Dev. & Support	3	0	0	3
		Total	**14**	**9**	**0**	**18**

Total Semester Hours Required for Internet Technologies A.A.S. Degree: 76

MEDICAL ASSISTING
(A45400)
A.A.S. Degree

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding, and processing insurance accounts, billing, collections, medical transcription, computer operation; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants Certification Examination to become Certified Medical Assistants. Employment opportunities include physician's offices, health maintenance organizations, health departments, and hospitals.

Specific Admission Information: In addition to the general admission requirements for the College, Medical Assisting students must have the physical ability to reach and stand for sustained periods and must have visual acuity to determine accuracy, neatness, and thoroughness of work, as well as auditory competence and manual dexterity. Students must have documentation of passing a physical examination and Hepatitis B series before entering Lab Procedures. The series must be completed before clinical externship. Additionally, current CPR certification is required prior to the clinical externship.

Note: Clinical externships are supervised by an instructor and an on-site resource person. Students do not receive monetary compensation for their externship experience.

COURSE REQUIREMENTS FOR MEDICAL ASSISTING
Day Program
A.A.S. Degree

		Class Hrs.	Lab Hrs	Work Exp/ Clinical Hrs	Credit Hrs.
Fall Semester (First Year)					
BIO 165	Anatomy & Physiology I	3	3	0	4
ENG 111	Expository Writing	3	0	0	3
MED 110	Orientation to Med Assisting	1	0	0	1
MED 121	Medical Terminology I	3	0	0	3
MED 130	Administrative Office Proc. I	1	2	0	2
PSY 150	General Psychology	3	0	0	3
	Total	**14**	**5**	**0**	**16**
Spring Semester (First Year)					
BIO 166	Anatomy and Physiology II	3	3	0	4
MAT 140	Survey of Mathematics	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 131	Administrative Office Proc. II	1	2	0	2
MED 140	Exam Room Procedures I	3	4	0	5
OST 131	Keyboarding	1	2	0	2
	Total	**14**	**11**	**0**	**19**
Summer Session (First Year)					
ENG 114	Professional Research & Reporting	3	0	0	3
MED 114	Pro Interactions in Health Care	1	0	0	1
MED 134	Medical Transcription	2	2	0	3
MED 276	Patient Education	1	2	0	2
	Total	**7**	**4**	**0**	**9**
Fall Semester (Second Year)					
MED 118	Medical Law & Ethics	2	0	0	2
MED 150	Laboratory Procedures I	3	4	0	5
MED 232	Medical Insurance Coding	1	3	0	2
MED 270	Symptomatology	2	2	0	3
MED 272	Drug Therapy	3	0	0	3
	Total	**11**	**9**	**0**	**15**
Spring Semester (Second Year)					
CIS 110	Introduction to Computers	2	2	0	3
ENG 233	Major American Writers	3	0	0	3
	or				
REL 221	Religion in America	3	0	0	3
MED 260	Medical Clinical Externship	0	0	15	5
MED 264	Medical Assisting Overview	2	0	0	2
	Total	**7**	**2**	**15**	**13**

Total Semester Hours Required for Medical Assisting A.A.S. Degree: 72

OFFICE SYSTEMS TECHNOLOGY
(A25360)
A.A.S. Degree/Diploma/Certificate

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

***Microsoft Certification Program**
Montgomery Community College is an Approved Microsoft Certification Testing Center. Certification tests are available for Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook, and Microsoft FrontPage. Users who attain Expert User status in Word, Excel, Access, PowerPoint, and Outlook may also qualify to take the Microsoft Office Integration exam which certifies the user as a Certified Microsoft Office Expert.

Montgomery Community College has incorporated the Microsoft Office Package into specific curriculum classes in the Business Technologies Department, including the Office Systems Technology curriculum. It is possible to complete the Microsoft Certification program in one year, or students may take only those classes in which they wish to obtain certification.

Information Systems Technology Program students interested in Microsoft Certification should consult with the Business Technologies Division Chair or the Office Systems Technology Program Lead Instructor for details and course scheduling. However, it is not necessary to be enrolled in a degree program to take a Microsoft certification exam. Anyone who has otherwise obtained the competencies and wishes to sit for the exam may use MCC's Approved Certification Testing Center. There is a fee for sitting for Microsoft certification exams.

COURSE REQUIREMENTS
FOR OFFICE SYSTEMS TECHNOLOGY
Day Program
A.A.S. Degree/Diploma/Certificate

				Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester (First Year)							
*	ACC	120	Principles of Accounting I	3	2	0	4
	BUS	110	Introduction to Business	3	0	0	3
*	CIS	110	Introduction to Computers	2	2	0	3
*	ENG	111	Expository Writing	3	0	0	3
*	OST	122	Office Computations	1	2	0	2
+ *	OST	131	Keyboarding	1	2	0	2
			Total	**13**	**8**	**0**	**17**
Spring Semester (First Year)							
*	BUS	121	Business Math	2	2	0	3
*	CIS	120	Spreadsheet I	2	2	0	3
*	ENG	114	Professional Research & Reporting	3	0	0	3
+ *	OST	134	Text Editing & Formatting	2	2	0	3
+ *	OST	136	Word Processing	1	2	0	2
			Total	**10**	**8**	**0**	**14**
Summer Session (First Year)							
+ *	OST	164	Text Editing Applications	3	0	0	3
*	OST	184	Records Management	1	2	0	2
			Total	**4**	**2**	**0**	**5**
Fall Semester (Second Year)							
	CIS	169	Business Presentations	1	2	0	2
	HIS	114	Comparative World History	3	0	0	3
	MAT	140	Survey of Mathematics	3	0	0	3
	OST	132	Keyboard Skill Building	1	2	0	2
*	OST	223	Machine Transcription I	1	2	0	2
	OST	236	Advanced Word/Info Processing	2	2	0	3
			Total	**11**	**8**	**0**	**15**
Spring Semester (Second Year)							
*	BUS	260	Business Communication	3	0	0	3
	ENG	233	Major American Writers	3	0	0	3
			or				
	REL	221	Religion in America	3	0	0	3
	OST	224	Machine Transcription II	1	2	0	2
			or				
	OST	135	Adv. Text Entry and Format	3	2	0	4
*	OST	286	Professional Development	3	0	0	3
+ *	OST	289	Office Systems Management	2	2	0	3
			Total	**12/14**	**4**	**0**	**14/16**

Total Hours Required for Office Systems Technology A.A.S. Degree : 65/67

*** Total Hours Required for Office Systems Technology Diploma: 44**

+Total Hours Required for Office Systems Technology Certificate: 13

COURSE REQUIREMENTS
FOR OFFICE SYSTEMS TECHNOLOGY
Evening Program
Diploma/Certificate

				Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester (First Year)							
*	CIS	110	Introduction to Computers	2	2	0	3
*	ENG	111	Expository Writing	3	0	0	3
*	OST	122	Office Computations	1	2	0	2
+ *	OST	131	Keyboarding	1	2	0	2
			Total	**7**	**6**	**0**	**10**
Spring Semester (First Year)							
*	BUS	121	Business Math	2	2	0	3
*	ENG	114	Professional Research & Reporting	3	0	0	3
+ *	OST	134	Text Editing & Formatting	2	2	0	3
+ *	OST	136	Word Processing	1	2	0	2
			Total	**8**	**6**	**0**	**11**
Fall Semester (Second Year)							
*	ACC	120	Principles of Accounting I	3	2	0	4
+ *	OST	164	Text Editing Applications	3	0	0	3
*	OST	184	Records Management	1	2	0	2
*	OST	223	Machine Transcription I	1	2	0	2
			Total	**8**	**6**	**0**	**11**
Spring Semester (Second Year)							
*	BUS	260	Business Communication	3	0	0	3
*	CIS	120	Spreadsheet I	2	2	0	3
*	OST	286	Professional Development	3	0	0	3
+ *	OST	289	Office Systems Management	2	2	0	3
			Total	**10**	**4**	**0**	**12**

*** Total Semester Hours Required for Office Systems Technology Diploma: 44**

+Total Semester Hours Required for Office Systems Technology Certificate: 13

PRACTICAL NURSING
(D45660)
Diploma

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults. Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physician's offices.

Specific Admission Information: The application deadline is February 1 for the upcoming Fall Semester Program. The testing deadline is March 1 for the upcoming Fall Semester Program.

Note: Clinical experiences in the Practical Nursing Program are supervised by an instructor and/or an on-site resource person. Students do not receive monetary compensation for their clinical experience.

COURSE REQUIREMENTS
PRACTICAL NURSING
Day Program
Diploma

			Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester						
BIO	163	Basic Anatomy & Physiology	4	2	0	5
NUR	101	Practical Nursing I	7	6	6	11
PSY	150	General Psychology	3	0	0	3
		Total	**14**	**8**	**6**	**19**
Spring Semester						
CIS	113	Computer Basics	0	2	0	1
ENG	102	Applied Communications II	3	0	0	3
		or				
ENG	111	Expository Writing	3	0	0	3
NUR	102	Practical Nursing II	8	0	12	12
		Total	**11**	**2**	**12**	**16**
Summer Session						
NUR	103	Practical Nursing III	6	0	12	10
		Total	**6**	**0**	**12**	**10**

Total Semester Hours Required for Practical Nursing Diploma: 45

PROFESSIONAL CRAFTS: CLAY
(A30300)
A.A.S. Degree/Diploma/Certificate

The Professional Crafts: Clay curriculum is designed to prepare individuals for employment as professional potters in pottery related fields. Using traditional and contemporary concepts, instruction includes technical knowledge, design skills, and marketing and business essentials.

Course work includes development of basic and advanced throwing skills with emphasis on form and design. Study will include pottery studio and marketing procedures.

Graduates will be able to open and operate their own pottery business, work for existing pottery businesses, or transfer to a four-year degree program.

COURSE REQUIREMENTS
FOR PROFESSIONAL CRAFTS: CLAY
Day Program
A.A.S. Degree/Diploma/Certificates

			Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester (First Year)						
*	ENG 111	Expository Writing	3	0	0	3
+ *	PCC 110	Introduction to Pottery	3	15	0	8
*	PCC 114	Raku	1	3	0	2
		Total	**7**	**18**	**0**	**13**
Spring Semester(First Year)						
*	BUS 230	Small Business Management	3	0	0	3
		or				
*	BUS 280	REAL Small Business	4	0	0	4
*	MAT 140	Survey of Mathematics	3	0	0	3
+ *	PCC 111	Functional Pottery I	3	15	0	8
*	PCC 118	Clay and Special Studies	0	4	0	2
*	PCC 132	Glaze Formulation	1	3	0	2
		Total	**10/11**	**22**	**0**	**18/19**
Summer Session(First Year)						
*	PCC 130	Pottery Production	2	9	0	5
		Total	**2**	**9**	**0**	**5**
Fall Semester (Second Year)						
	CIS 110	Introduction to Computers	2	2	0	3
++	PCC 210	Functional Pottery II	3	15	0	8
	PSY 150	General Psychology	3	0	0	3
		Total	**8**	**17**	**0**	**14**
Spring Semester (Second Year)						
	ENG 114	Professional Research & Reporting	3	0	0	3
	ENG 233	Major American Writers	3	0	0	3
		or				
	REL 221	Religion in America	3	0	0	3
++	PCC 211	Decorative Pottery	3	15	0	8
		Total	**9**	**15**	**0**	**14**

Note: The Basic Clay Certificate is a prerequisite for the Advanced Clay Certificate.

Total Hours Required for Professional Crafts: Clay A.A.S. Degree: 64/65

*** Total Hours Required for Professional Crafts: Clay Diploma: 36/37**

+ Total Hours Required for Professional Crafts: Basic Clay Certificate: 16

++ Total Hours Required for Professional Crafts: Adv. Clay Certificate: 16

Basic Clay Certificate
Day Program
(Part-time Option)

This option allows a day student the opportunity to complete the Professional Crafts: Basic Clay Certificate requirements on a part-time basis. Classes are offered one day a week, contingent upon enrollment. PCC 110 and PCC 111 are offered in alternating years.

		Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
	Fall Semester (First Year)				
+	PCC 110A Introduction to Pottery	2	6	0	4
	Spring Semester (First Year)				
+	PCC 110B Introduction to Pottery	1	6	0	3
	Summer Session (First Year)				
+	PCC 110C Introduction to Pottery	0	3	0	1
	Fall Semester (Second Year)				
+	PCC 111A Functional Pottery I	2	6	0	4
	Spring Semester (Second Year)				
+	PCC 111B Functional Pottery I	1	6	0	3
	Summer Session (Second Year)				
+	PCC 111C Functional Pottery I	0	3	0	1
	Total	**6**	**31**	**0**	**16**

+ Total Hours Required for Professional Crafts: Basic Clay Certificate: 16

Professional Crafts: Clay Certificate Options
Evening Program

Evening certificate options are offered consecutively and contingent upon student enrollment. Graduation credit for a course (Ex. PCC 110) will be given when all three course sections (ex. PCC 110A, PCC 110B, and PCC 110C) have been successfully completed.

Professional Crafts: Basic Clay Certificate

	Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester (First Year)				
+ PCC 110A Introduction to Pottery	2	6	0	4
Spring Semester (First Year)				
+ PCC 110B Introduction to Pottery	1	6	0	3
Summer Session (First Year)				
+ PCC 110C Introduction to Pottery	0	3	0	1
Fall Semester (Second Year)				
+ PCC 111A Functional Pottery I	2	6	0	4
Spring Semester (Second Year)				
+ PCC 111B Functional Pottery I	1	6	0	3
Summer Session (Second Year)				
+ PCC 111C Functional Pottery I	0	3	0	1
Total	**6**	**31**	**0**	**16**

+ Total Hours Required for Professional Crafts: Basic Clay Certificate: 16

Note: ***The Basic Clay Certificate is a prerequisite for the Advanced Clay Certificate.*** *PCC 210 and PCC 211 will be offered in alternating years and graduation credit for each course will be given only when all three course sections (ex. PCC 210A, PCC210B and PCC 210C) have been successfully completed.*

Professional Crafts: Advanced Clay Certificate

Fall Semester (Third Year)				
++ PCC 210A Functional Pottery II	2	6	0	4
Spring Semester (Third Year)				
++ PCC 210B Functional Pottery II	1	6	0	3
Summer Session (Third Year)				
++ PCC 210C Functional Pottery II	0	3	0	1
Fall Semester (Fourth Year)				
++ PCC 211A Decorative Pottery	2	6	0	4
Spring Semester (Fourth Year)				
++ PCC 211B Decorative Pottery	1	6	0	3
Summer Session (Fourth Year)				
++ PCC 211C Decorative Pottery	0	3	0	1
Total	**6**	**31**	**0**	**16**

++ Total Semester Hours Required for Professional Crafts: Adv. Clay Certificate: 16

TAXIDERMY
(D30380)
Diploma/Certificates

The Taxidermy curriculum is designed to develop skills while teaching preservation of birds, fish, game heads and mammals. Related subjects are included for a better understanding of customer relations and natural habitat construction. Students are also versed in state/federal regulations.

Course work includes basic proper measuring, skinning, fleshing, preserving, form selection and preparation. Students will learn basic mounting procedures, finishing and painting of selected specimens. Students will learn how to construct natural habitats and the artistic display of mounted items.

Opportunities exist for graduates to set up their own business. Job opportunities are found in conjunction with sports shops, game preserves, museums, art galleries, interior decorators plus guides and outfitters. Graduates will qualify for North Carolina and Federal Taxidermy licenses.

COURSE REQUIREMENTS FOR
TAXIDERMY
Day Program
Diploma/Certificates

			Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Fall Semester (First Year)						
	CIS 113	Computer Basics	0	2	0	1
	MAT 101	Applied Mathematics I	2	2	0	3
+	TXY 101	Fish Taxidermy	6	18	0	12
		Total	**8**	**22**	**0**	**16**
Spring Semester (First Year)						
	BUS 230	Small Business Management	3	0	0	3
		or				
	BUS 280	REAL Small Business	4	0	0	4
	ENG 101	Applied Communications I	3	0	0	3
++	TXY 103	Mammal Taxidermy	6	18	0	12
		Total	**12/13**	**18**	**0**	**18/19**
Summer Session (First Year)						
+++	TXY 105	Bird Taxidermy	3	9	0	6
		Total	**3**	**9**	**0**	**6**

Total Semester Hours Credit Required for Taxidermy Diploma: 40-41

+ Total Semester Hours Required for Taxidermy: Fish Certificate: 12

++ Total Semester Hours Required for Taxidermy: Mammal Certificate: 12

+++Total Semester Hours Required for Taxidermy: Bird Certificate: 6

COURSE REQUIREMENTS FOR TAXIDERMY
Evening Program
Certificates

The Taxidermy: Mammal Certificate and the Taxidermy: Fish Certificate are offered in alternating years contingent upon sufficient student enrollment.

		Class Hrs.	Lab Hrs.	Work Exp/ Clinical Hrs.	Credit Hrs.
Taxidermy: Fish Certificate					
Fall Semester					
+ TXY 101A	Fish Taxidermy	3	9	0	6
	Total	**3**	**9**	**0**	**6**
Spring Semester					
+ TXY 101B	Fish Taxidermy	3	9	0	6
	Total	**3**	**9**	**0**	**6**
Taxidermy: Mammal Certificate					
Fall Semester					
++ TXY 103A	Mammal Taxidermy	3	9	0	6
	Total	**3**	**9**	**0**	**6**
Spring Semester					
++ TXY 103B	Mammal Taxidermy	3	9	0	6
	Total	**3**	**9**	**0**	**6**

+ Total Semester Hours Required for Taxidermy: Fish Certificate: 12

++ Total Semester Hours Required for Taxidermy: Mammal Certificate: 12

Note: The Bird Taxidermy course is offered through the Continuing Education Division during Summer Session each year.

Course Descriptions

		Class Hours	Lab Hours	Work Exp/ Clinical Hours	Credit Hours
ACA 111	**College Student Success**	**1**	**0**	**0**	**1**

Prerequisites: None
Corequisites: None
This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

ACC 120	**Prin Of Accounting I**	**3**	**2**	**0**	**4**

Prerequisites:
Corequisites: None
This course introduces the basic principles and procedures of accounting. Emphasis is placed on collecting, summarizing, analyzing, and reporting financial information. Upon completion, students should be able to analyze data and prepare journal entries and reports as they relate to the accounting cycle.

ACC 121	**Prin of Accounting II**	**3**	**2**	**0**	**4**

Prerequisites: ACC 120
Corequisites: None
This course is a continuation of ACC 120. Emphasis is placed on corporate and managerial accounting for both external and internal reporting and decision making. Upon completion, students should be able to analyze and record corporate transactions, prepare financial statements and reports, and interpret them for management.

ACC 129 Individual Income Taxes **2 2 0 3**
Prerequisites:
Corequisites: None
This course introduces the relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, gross income, adjustments, deductions, and computation of tax. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.

ACC 150 Computerized Gen Ledger **1 2 0 2**
Prerequisites: ACC 115 or ACC 120
Corequisites: None
This course introduces microcomputer applications related to the major accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 220 Intermediate Accounting I **3 2 0 4**
Prerequisites: ACC 121
Corequisites: None
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and statements and extensive analyses of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 221 Intermediate Acct II **3 2 0 4**
Prerequisites: ACC 220
Corequisites: None
This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 225 Cost Accounting **3 0 0 3**
Prerequisites: ACC 121
Corequisites: None
This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

AHR 120 HVACR Maintenance **1 3 0 2**
Prerequisites:
Corequisites: None
This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

ART 111 Art Appreciation **3 0 0 3**
Prerequisites: None
Corequisites: None
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 281 Sculpture I **0 6 0 3**
Prerequisites: ART*122
Corequisites: None
This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. This course has been approved for transfer through the Comprehensive Articulation Agreement.

ART 282 Sculpture II **0 6 0 3**
Prerequisites: ART*281
Corequisites: None
This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and
materials of sculpture. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 283 Ceramics I **6 0 0 3**
Prerequisites: None
Corequisites: None
This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ART 284 Ceramics II **0 6 0 3**
Prerequisites: ART*283
Corequisites: None
This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and
glazing with a development of three-dimensional awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 285 Ceramics III **0 6 0 3**
Prerequisites: ART*284
Corequisites: None
This course provides the opportunity for advanced self-determined work in sculptural and functional ceramics. Emphasis is placed on developing the technical awareness of clay bodies, slips, engobes, and firing procedures necessary to fulfill the student's artistic goals. Upon completion, students should be able to demonstrate a knowledge of materials and techniques necessary to successfully create original projects in the clay medium. This course has been

approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

AUB 111 Painting & Refinishing I **2** **6** **0** **4**
Prerequisites: None
Corequisites: None
This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

AUB 112 Painting & Refinishing II **2** **6** **0** **4**
Prerequisites: AUB 111
Corequisites: None
This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

AUB 114 Special Finishes **1** **2** **0** **2**
Prerequisites: AUB 111
Corequisites: None
This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.

AUB 121 Non-Structural Damage I **1** **4** **0** **3**
Prerequisites:
Corequisites: None
This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/ replacing of body panels to accepted standards.

AUB 122 Non-Structural Damage II **2** **6** **0** **4**
Prerequisites:
Corequisites: None
This course covers safety, tools, and advanced body repair . Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

AUB 131 Structural Damage I **2** **4** **0** **4**
Corequisites: None
This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.

AUB 132 Structural Damage II 2 6 0 4
Prerequisites: AUB 131
Corequisites: None
This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

AUB 134 Autobody MIG Welding 1 4 0 3
Prerequisites:
Corequisites: None
This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.

AUB 136 Plastics & Adhesives 1 4 0 3
Prerequisites:
Corequisites: None
This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

BAF 110 Principles of Banking 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the fundamentals of bank functions in a descriptive fashion. Topics include banks and the monetary system, the relationship of banks to depositors, the payment functions, bank loans and accounting, regulations, and examinations. Upon completion, students, should be able to demonstrate an understanding of the business of banking from a broad perspective.

BAF 131 Fund of Bank Lending 3 0 0 3
Prerequisites: ACC *120
Corequisites: None
This course introduces the basic knowledge and skills needed to be an effective lender. Topics include the functions of the loan interview and credit investigation, the "C"s of credit, elements of loan documentation, and warning signs of problem loans. Upon completion, students should be able to demonstrate an understanding of the credit functions and regulatory issues affecting this key banking function.

BAF 141 Law & Banking: Principles 3 0 0 3
Prerequisites: None
Corequisites: None
This course provides an overview of the legal aspects of banking and the legal framework within which banks function. Topics include the court system, consumer protection, tangible and intangible property ownership, and the legalities and regulations of bank transactions. Upon completion, students should be able to discuss the non-technical aspects of the legal system and how these affect the bank's organization and operation.

BAF 222 Money and Banking **3 0 0 3**
Prerequisites: None
Corequisites: None
This course provides a fundamental treatment of how money and banks function in the U.S. and world economics. Topics include the roles of money in the US economy, the functions of the Federal Reserve Board, and the workings of monetary and fiscal policies. Upon completion, students should be able to explain how the monetary economy functions, how banks are creators of money, and the impact of the Federal Reserve.

BAF 232 Consumer Lending **3 0 0 3**
Prerequisites: None
Corequisites: None
This course details the many types of credit arrangements in which a finance charge is paid for the privilege of repaying debt in delayed payments. Topics include consumer credit policy, the loan process, servicing and collecting loans, consumer compliance, and evaluating credit risks. Upon completion, students should be able to identify collection policies and procedures, explain principles of credit evaluation, define open-end credit, and describe indirect lending.

BAF 244 Bank Management **3 0 0 3**
Prerequisites: None
Corequisites: None
This course introduces the handling of day-to-day bank activities. Emphasis is placed on the objectives, planning, structure, control, and interrelationship of various bank departments. Upon completion, students should be able to demonstrate an understanding of bank objectives and policies and the administration of deposits, loans, and other investments.

BIO 111 General Biology I **3 3 0 4**
Prerequisites
Corequisites: None
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 112 General Biology II **3 3 0 4**
Prerequisites: BIO 111
Corequisites: None
This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 140 Environmental Biology **3 0 0 3**
Prerequisites:
Corequisites: None
This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 140A Environmental Biology Lab **0** **3** **0** **1**
Prerequisites:
Corequisites: BIO 140
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 163 Basic Anat & Physiology **4** **2** **0** **5**
Prerequisites:
Corequisites: None
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental
principles of anatomy and physiology and their interrelationships.

BIO 165 Anatomy and Physiology I **3** **3** **0** **4**
Prerequisites:
Corequisites: None
This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

BIO 166 Anatomy and Physiology II **3** **3** **0** **4**
Prerequisites: BIO 165
Corequisites: None
This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems.

BIO 175 General Microbiology **2** **2** **0** **3**
Prerequisites: BIO*110 or BIO*163 or BIO*166 or BIO*169
Corequisites: None
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BPR 111 Blueprint Reading **1** **2** **0** **2**
Prerequisites: None
Corequisites: None
This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.

BUS 110 Introduction to Business 3 0 0 3
Prerequisites:
Corequisites: None
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects.

BUS 115 Business Law I 3 0 0 3
Prerequisites:
Corequisites: None
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

BUS 121 Business Math 2 2 0 3
Prerequisites:
Corequisites: None
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 137 Principles of Management 3 0 0 3
Prerequisites:
Corequisites: None
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

BUS 153 Human Resource Management 3 0 0 3
Prerequisites: None
Corequisites: None
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

BUS 225 Business Finance 2 2 0 3
Prerequisites: ACC 120
Corequisites: None
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

BUS 230 Small Business Management 3 0 0 3
Prerequisites:
Corequisites: None
This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 260 Business Communication **3 0 0 3**
Prerequisites: ENG 111
Corequisites: None
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

BUS 280 R.E.A.L. Small Business **4 0 0 4**
Prerequisites:
Corequisites: None
This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

CET 245 Internet Servers **2 3 0 3**
Prerequisites: CSC*134
Corequisites: None
This course covers the setup and management of Internet server hardware and software. Topics include TCP/IP, FTP, SMTP, and SNMP; installation and configuration of server software for WWW, FTP, DNS, news, mail, and listserve services; and other topics. Upon completion, students should be able to set up and maintain Internet servers.

CHM 151 General Chemistry I **3 3 0 4**
Prerequisites:
Corequisites: None
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 152 General Chemistry II **3 3 0 4**
Prerequisites: CHM 151
Corequisites: None
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CIS 110 Introduction to Computers **2 2 0 3**
Prerequisites:
Corequisites: None
This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.

CIS 113 Computer Basics **0 2 0 1**
Prerequisites:
Corequisites: None
This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications sufficient to use computer-assisted instructional software.

CIS 115 Intro to Prog & Logic **2 2 0 3**
Prerequisites: MAT 080 or MAT 090
Corequisites: None
This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language.

CIS 120 Spreadsheet I **2 2 0 3**
Prerequisites: CIS 110 or CIS 111 or OST 137
Corequisites: None
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CIS 130 Survey of Operating Systems **2 3 0 3**
Prerequisites:
Corequisites: None
The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance.

CIS 152 Database Concepts & Apps **2 2 0 3**
Prerequisites: CIS 110, CIS 111, or CIS 115
Corequisites: None
This course introduces database design and creation using a DBMS product. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices.

CIS 165 Desktop Publishing I **2 2 0 3**
Prerequisites:
Corequisites: None
This course provides an introduction to desktop publishing software capabilities. Emphasis is placed on efficient use of a page layout software package to create, design, and print publications; hardware/software compatibility; and integration of specialized peripherals. Upon completion, students should be able to prepare publications given design specifications.

CIS 169 Business Presentations **1 2 0 2**
Prerequisites: CIS 110 or CIS 111
Corequisites: None
This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text and graphics. Upon completion, students should be able to design and demonstrate an effective presentation.

CIS 170 Tech Support Functions I **2 2 0 3**
Prerequisites: CIS 115
Corequisites: None
This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems.

CIS 172 Intro to the Internet **2 3 0 3**
Prerequisites:
Corequisites: None
This course introduces the various navigational tools and services of the Internet. Topics include using Internet protocols, search engines, file compression/decompression, FTP, e-mail, listservers, and other related topics. Upon completion, students should be able to use Internet resources, retrieve/decompress files, and use e-mail, FTP, and other Internet tools.

CIS 174 Network System Manager I **2 2 0 3**
Prerequisites: None
Corequisites: None
This course covers effective network management. Topics include network file system design and security, login scripts and user menus, printing services, e-mail, and backup. Upon completion, students should be able to administer an office network system.

CIS 175 Network Management I **2 2 0 3**
Prerequisites: None
Corequisites: None
This course covers fundamental network administration and system management. Topics include accessing and configuring basic network services, managing directory services, and using network management software. Upon completion, students should be able to apply system administrator skills in developing a network management strategy.

CIS 217 Computer Train & Support **2 2 0 3**
Prerequisites:
Corequisites: None
This course introduces computer training and support techniques. Topics include methods of adult learning, training design, delivery, and evaluation, creating documentation, and user support methods. Upon completion, students should be able to design and implement training and provide continued support for computer users.

CIS 274 Network System Manager II **2 2 0 3**
Prerequisites: CIS 174
Corequisites: None
This course is a continuation of CIS 174 focusing on advanced network management, configuration, and installation. Emphasis is placed on server configuration files, startup procedures, server protocol support, memory and performance concepts, and management and maintenance. Upon completion, students should be able to install and upgrade networks and servers for optimal performance.

CIS 275 Network Management II **2 2 0 3**
Prerequisites: CIS 175
Corequisites: None
This course is a continuation of CIS 175 focusing on advanced enterprise networks. Topics include directory service tree planning, management distribution and protection, improving network security, auditing the network, printing, networking, and system administration of an Internet node. Upon completion, students should be able to manage client services and network features and optimize network performance.

CIS 286 Systems Analysis & Design **3 0 0 3**
Prerequisites: CIS 115
Corequisites: None
This course examines established and evolving methodologies for the analysis, design, and development of a business information system. Emphasis is placed on business systems characteristics, managing information systems projects, prototyping, CASE tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CIS 287 Network Support **2 2 0 3**
Prerequisites: CIS 274 or CIS 275
Corequisites: None
This course provides experience using CD ROM and on-line research tools and hands-on experience for advanced hardware support and troubleshooting. Emphasis is placed on troubleshooting network adapter cards and cabling, network storage devices, the DOS workstation, and network printing. Upon completion, students should be able to analyze, diagnose, research, and fix network hardware problems.

CJC 100 Basic Law Enforcement Trng. **8 30 0 18**
Prerequisites:
Corequisites: None
This course covers the skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Emphasis is placed on topics and areas as defined by the North Carolina Administrative Code. Upon completion, students should be able to demonstrate competence in the topics and areas required for the state comprehensive examination. *This is a certificate-level course.*

CJC 111 Intro to Criminal Justice **3 0 0 3**
Prerequisites:
Corequisites: None
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options.

CJC 112 Criminology **3 0 0 3**
Prerequisites:
Corequisites: None
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113 Juvenile Justice **3 0 0 3**
Prerequisites:
Corequisites: None
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 120 Interviews/Interrogations **1 2 0 2**
Prerequisites:
Corequisites: None
This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior
and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.

CJC 121 Law Enforcement Operations 3 0 0 3
Prerequisites:
Corequisites: None
This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations.

CJC 131 Criminal Law 3 0 0 3
Prerequisites:
Corequisites: None
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 Court Procedure & Evidence 3 0 0 3
Prerequisites:
Corequisites: None
This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141 Corrections 3 0 0 3
Prerequisites:
Corequisites: None
This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system.

CJC 211 Counseling 3 0 0 3
Prerequisites:
Corequisites: None
This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.

CJC 212 Ethics & Comm Relations 3 0 0 3
Prerequisites:
Corequisites: None
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 213 Substance Abuse 3 0 0 3
Prerequisites:
Corequisites: None
This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 221 Investigative Principles **3 2 0 4**
Prerequisites:
Corequisites: None
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 225 Crisis Intervention **3 0 0 3**
Prerequisites:
Corequisites: None
This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

CJC 231 Constitutional Law **3 0 0 3**
Prerequisites:
Corequisites: None
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

CJC 232 Civil Liability **3 0 0 3**
Prerequisites:
Corequisites: None
This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.

CJC 241 Community-Based Corrections **3 0 0 3**
Prerequisites:
Corequisites: None
This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

COE 111 Co-op Work Experience I **0 0 10 1**
Prerequisites:
Corequisites:
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 112 Co-op Work Experience I **0 0 20 2**
Prerequisite: None
Corequisites: None
This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 115 Work Exp Seminar I **1 0 0 1**
Prerequisites:
Corequisites: COE 111, COE 112, COE 113, or COE 114
This course description may be written by the individual colleges.

COE 121 Co-op Work Experience II **0 0 10 1**
Prerequisites: COE 111, COE 112, COE 113, or COE 114
Corequisites: Specified by Program
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 122 Co-op Work Experience II **0 0 20 2**
Prerequisites:
Corequisites:
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 125 Work Exp Seminar II **1 0 0 1**
Prerequisites:
Corequisites: COE 121, COE 122, COE 123, or COE 124
This course description may be written by the individual colleges.

COM 231 Public Speaking **3 0 0 3**
Prerequisite: None
Corequisite: None
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

CSC 134 C++ Programming **2 3 0 3**
Prerequisites: None
Corequisites: None
This course introduces object-oriented computer programming using the C++ programming language. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test, and debug C++ language programs. This course
has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CSC 160 Intro to Internet Prog **2 2 0 3**
Prerequisites: CIS*172
Corequisites: None
This course introduces client-side Internet programming using HTML and Javascript. Topics include use of frames & tables, use of meta tags, Javascript techniques for site navigation. Upon completion, students should be able to write HTML documents that incorporate programming to provide web page organization and navigation functions.

CUL 110 Sanitation & Safety **2 0 0 2**
Prerequisites: None
Corequisites: None
This course introduces the basic principles of sanitation and safety and their relationship to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of sanitation and safety procedures in the hospitality industry.

CUL 120 Purchasing **2 0 0 2**
Prerequisites: None
Corequisites: None
This course covers purchasing for hotels and restaurants. Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and food service ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

CUL 135 Food & Beverage Service **2 0 0 2**
Prerequisites: None
Corequisites: None
This course covers the practical skills and knowledge for effective food and beverage service in a variety of settings. Topics include reservations, greeting and service of guests, styles of service, handling complaints, and sales and merchandising. Upon completion, students should be able to demonstrate competence in human relations and technical skills required in the service of foods and beverages.

CUL 140 Basic Culinary Skills **2 6 0 5**
Prerequisites: None
Corequisites: None
This course introduces the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on recipe conversion, measurements, terminology, knife skills, safe food handling, cooking methods, flavorings, seasonings, stocks/sauces/soups, and other related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the food service industry.

CUL 160 Baking I **1 4 0 3**
Prerequisites: None
Corequisites: None
This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products.

ECM 168 Electronic Business **2 2 0 3**
Prerequisites: None
Corequisites: None
This course provides a survey of the world of electronic business. Topics include the definition of electronic business, current practices as they evolve using Internet strategy in business, and application of basic business principles to the world of e-commerce. Upon completion, students should be able to define electronic business and demonstrate an understanding of the benefits of e-commerce as a foundation for developing plans leading to electronic business implementation.

ECM 210 Intro. to E-Commerce **2 2 0 3**
Prerequisites: None
Corequisites None
This course introduces the concepts & tools to implement electronic commerce via the Internet. Topics include application & server software selection, securing transactions, use & verification of credit cards, publishing of catalogs, & site administration. Upon completion, students should be able to setup a working e-commerce Internet web site.

ECM 220 E-Commerce Plan.& Implem. 2 2 0 3
Prerequisites: None
Corequisites: None
This course builds on currently accepted business practices to develop a business plan and implementation model for e-commerce. Topics include analysis and synthesis of the planning cycle, cost/benefit analysis, technical systems, marketing, security, financial support, Internet strategies, website design, customer support and feedback and assessment. Upon completion, students should be able to develop a plan for e-commerce in a small to medium size business.

ECM 230 Capstone Project 1 6 0 3
Prerequisites: ECM*220
Corequisites: None
This course provides experience in Electronic Commerce. Emphasis is placed on the implementation of an e-commerce model for an existing business. Upon completion, students should be able to successfully develop and implement a plan for e-commerce in a small to medium size business.

ECO 251 Prin of Microeconomics 3 0 0 3
Prerequisites:
Corequisites: None
This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 252 Prin of Macroeconomics 3 0 0 3
Prerequisites:
Corequisites: None
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

EDU 111 Early Childhood Cred I 2 0 0 2
Prerequisites:
Corequisites: None
This course introduces early childhood education and the role of the teacher in environments that encourage exploration and learning. Topics include professionalism, child growth and development, individuality, family, and culture. Upon completion, students should be able to identify and demonstrate knowledge of professional roles, major areas of child growth and development, and diverse families.

EDU 112 Early Childhood Cred II 2 0 0 2
Prerequisites:
Corequisites: None
This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

EDU 113 Family/Early Child Cred **2 0 0 2**
Prerequisites:
Corequisites: None
This course covers business/professional practices for family early childhood providers, developmentally appropriate practices, positive guidance, and methods of providing a safe and healthy environment. Topics include developmentally appropriate practices; health, safety and nutrition; and business and professionalism. Upon completion, students should be able to develop a handbook of policies, procedures, and practices for a family child care home.

EDU 119 Early Childhood Education **3 2 0 4**
Prerequisites: None
Corequisites: None
This course covers the foundations of the education profession, types of programs, professionalism, and planning quality programs for children. Topics include historical foundations, career options, types of programs, professionalism, observational skills, and planning developmentally appropriate schedules, environments, and activities for children. Upon completion, students should be able to demonstrate observational skills, identify appropriate schedules and environments, develop activity plans, and describe influences on the profession.

EDU 131 Child, Family, & Community **3 0 0 3**
Prerequisites:
Corequisites: None
This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.

EDU 144 Child Development I **3 0 0 3**
Prerequisites:
Corequisites: None
This course covers the theories of child development and the developmental sequences of children from conception
through the pre-school years for early childhood educators. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child. Upon completion, students should be able to identify developmental milestones, plan experiences to enhance development, and describe appropriate interaction techniques and environments for typical/atypical development.

EDU 145 Child Development II **3 0 0 3**
Prerequisites: None
Corequisites: None
This course covers theories of child development and developmental sequences of children from pre-school through middle childhood for early childhood educators. Emphasis is placed on characteristics of physical/motor, social, emotional, and cognitive/language development and appropriate experiences for children. Upon completion, students should be able to identify developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

EDU 146 Child Guidance **3 0 0 3**
Prerequisites:
Corequisites: None
This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children.

EDU 151 Creative Activities 3 0 0 3
Prerequisites:
Corequisites: None
This course covers creative learning environments, planning and implementing developmentally appropriate experiences, and developing appropriate teaching materials for the classroom. Emphasis is placed on creative activities for children in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to select and evaluate developmentally appropriate learning materials and activities.

EDU 153 Health, Safety, & Nutrition 3 0 0 3
Prerequisites:
Corequisites: None
This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Upon completion, students should be able to set up and monitor safe indoor and outdoor environments and implement a nutrition education program.

EDU 153A Health, Safety, & Nut Lab 0 2 0 1
Prerequisites:
Corequisites: EDU 153
This course provides a laboratory component to complement EDU 153. Emphasis is on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate an understanding of the development & implementation of safe indoor/outdoor environments & nutrition education programs.

EDU 171 Instructional Media 1 2 0 2
Prerequisites:
Corequisites: None
This courses covers the development and maintenance of effective teaching materials and the operation of selected pieces of equipment. Topics include available community resources, various types of instructional materials and bulletin boards, and audiovisual and computer use with children. Upon completion, students should be able to construct and identify resources for instructional materials and bulletin boards and use audiovisual and computer equipment.

EDU 185 Cognitive & Lang Act 3 0 0 3
Prerequisites:
Corequisites: None
This course covers methods of developing cognitive and language/communication skills in children. Emphasis is placed on planning the basic components of language and cognitive processes in developing curriculum activities. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum activities.

EDU 221 Children w/Special Needs 3 0 0 3
Prerequisites: EDU 144 and EDU 145 or PSY 244 and PSY 245
Corequisites: None
This course introduces working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement, and evaluate inclusion strategies.

EDU 234 Infants, Toddlers, & Twos 3 0 0 3
Prerequisites:
Corequisites: None
This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.

EDU 235 School-Age Dev & Program **2 0 0 2**
Prerequisites: None
Corequisites: None
This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.

EDU 251 Exploration Activities **3 0 0 3**
Prerequisites:
Corequisites: None
This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

EDU 259 Curriculum Planning **3 0 0 3**
Prerequisites: EDU 112, EDU 113, or EDU 119
Corequisites: None
This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.

EDU 261 Early Childhood Admin I **2 0 0 2**
Prerequisites:
Corequisites: None
This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

EDU 262 Early Childhood Admin II **3 0 0 3**
Prerequisites: EDU 261
Corequisites: None
This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans.

EDU 275 Effective Teach Train **2 0 0 2**
Prerequisites: None
Corequisites: None
This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.

EDU 282 Early Childhood Literature **3 0 0 3**
Prerequisites:
Corequisites: None
This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

EDU 286 Early Childhood Issues **1 0 0 1**
Prerequisites: ENG 111
Corequisites: None
This course provides an opportunity to discuss the application of skills in a developmentally appropriate early childhood environment. Emphasis is placed on developing strategies for reaching competency goals and objectives and on planning and developing curriculum. Upon completion, students should be able to demonstrate competence in classroom management skills and in developing, implementing, and evaluating curriculum plans.

EDU 288 Adv Issues/Early Child Ed **2 0 0 2**
Prerequisites: None
Corequisites: None
This course covers advanced topics and issues in early childhood. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues in early childhood education.

ELC 111 Intro to Electricity **2 2 0 3**
Prerequisites: None
Corequisites: None
This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power: and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

ELC 112 DC/AC Electricity **3 6 0 5**
Prerequisites:
Corequisites: None
This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

ELC 113 Basic Wiring I **2 6 0 4**
Prerequisites:
Corequisites: None
This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

ELC 115 Industrial Wiring **2 6 0 4**
Prerequisites: ELC 113
Corequisites: None
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

ELC 117 Motors and Controls **2 6 0 4**
Prerequisites: ELC 111 or ELC 112 or ELC 131
Corequisites: None
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 119 NEC Calculations **1 2 0 2**
Prerequisites:
Corequisites: None
This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

ELC 128 Intro to PLC **2 3 0 3**
Prerequisites:
Corequisites: None
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 215 Electrical Maintenance **2 3 0 3**
Prerequisites: ELC 117
Corequisites: None
This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities.

ELC 229 Applications Project **1 3 0 2**
Prerequisites: ELC 112, ELC 113, or ELC 140
Corequisites: None
This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning, implementation and testing, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project.

ELN 131 Electronic Devices **3 3 0 4**
Prerequisites: ELC 112, ELC 131, or ELC 140
Corequisites: None
This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thermistors, and related components . Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 132 Linear IC Applications **3 3 0 4**
Prerequisites: ELN*131 or BMT*113
Corequisites : None
This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133 Digital Electronics **3 3 0 4**
Prerequisites: None
Corequisites: None
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 229 Industrial Electronics **2 4 0 4**
Prerequisites: ELC 112, ELC 131, or ELC 140
Corequisites: None
This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices (filters, rectifiers, FET, SCR, Diac, Triac, Op-amps, etc). Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.

ELN 232 Intro to Microprocessors **3 3 0 4**
Prerequisites: ELN 133
Corequisites: None
This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 275 Troubleshooting **1 2 0 2**
Prerequisites: None
Corequisites : ELN 133 and ELN 141
This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

EMS 110 EMT-Basic **4 6 0 6**
Prerequisites: Enrollment in EMS program
Corequisites: None
This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the skills necessary to achieve North Carolina State or National Registry EMT-Basic certification.

EMS 111 Prehospital Environment **2 2 0 3**
Prerequisites: Enrollment in EMS program
Corequisites: None
This course introduces the prehospital care environment and is required for all levels of EMT certification. Topics include roles, responsibilities, laws, ethics, communicable diseases, hazardous materials recognition, therapeutic communications, EMS systems, and defense tactics. Upon completion, students should be able to demonstrate competence in rules and regulations governing prehospital care and personal protection.

EMS 120 Intermediate Interventions **2 3 0 3**
Prerequisites: EMS 110 and EMS 111
Corequisites: EMS 121 or EMS 122 and EMS 130 and EMS 131
This course is designed to provide the necessary information for interventions appropriate to the EMT-Intermediate and is required for intermediate certification. Topics include automated external defibrillation, basic cardiac electrophysiology, intravenous therapy, venipuncture, acid-base balance, and fluids and electrolytes. Upon completion, students should be able to properly establish an IV line, obtain venous blood, utilize AEDs, and correctly interpret arterial blood gases.

EMS 121 EMS Clinical Practicum I **0 0 6 2**
Prerequisites: EMS 110 and EMS 111
Corequisites: EMS 120, EMS 130, and EMS 131
This course is the initial hospital and field internship and is required for intermediate and paramedic certification. Emphasis is placed on intermediate-level care. Upon completion, students should be able to demonstrate competence with intermediate-level skills.

EMS 130 Pharmacology I for EMS 1 3 0 2
Prerequisites: EMS 110 and Minimum ASSET score of 40 in Elementary Algebra or successful completion of MAT 070
Corequisites: EMS 120 and EMS 131
This course introduces the fundamental principles of pharmacology and medication administration and is required for intermediate and paramedic certification. Topics include terminology, pharmacokinetics, pharmacodynamics, weights, measures, drug calculations, legislation, and administration routes. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

EMS 131 Adv Airway Management 1 2 0 2
Prerequisites: EMS 110
Corequisites: EMS 120 and EMS 130
This course is designed to provide advanced airway management techniques and is required for intermediate and paramedic certification. Topics include respiratory anatomy and physiology, airway, ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

EMS 140 Rescue Scene Management 1 6 0 3
Prerequisites:
Corequisites: None
This course introduces rescue scene management and is required for paramedic certification. Topics include response to hazardous material conditions, medical incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.

EMS 150 Emerg Vehicles & EMS Comm 1 3 0 2
Prerequisites:
Corequisites: None
This course examines the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment and is required for paramedic certification. Topics include applicable motor vehicle laws affecting emergency vehicle operation, defensive driving, collision avoidance techniques, communication systems, and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance, and communication needs.

EMS 210 Adv Patient Assessment 1 3 0 2
Prerequisites: EMS 120, EMS 130, EMS 131, and either EMS 121
Corequisites: None
This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, on-going assessment, and documentation skills. Upon completion, students should be able to utilize basic communication skills and record and report collected patient data.

EMS 220 Cardiology 2 6 0 4
Prerequisites: EMS 120, EMS 130, and EMS 131
Corequisites: None
This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, rhythm interpretation, cardiac pharmacology, and patient treatment. Upon completion, students should be able to certify at the Advanced Cardiac Life Support Provider level utilizing American Heart Association guidelines.

EMS 221 EMS Clinical Practicum II 0 0 9 3
Prerequisites: EMS 121; or EMS 122 and COE 111
Corequisites: None
This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 231 EMS Clinical Pract III 0 0 9 3
Prerequisites: EMS 221; or EMS 222 and COE 121
Corequisites: None
This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 235 EMS Management 2 0 0 2
Prerequisites: Enrollment in EMS program
Corequisites: None
This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

EMS 240 Special Needs Patients 1 3 0 2
Prerequisites: EMS 120 and EMS 121 or EMS 122, EMS 130, and EMS 131
Corequisites: None
This course includes concepts of crisis intervention and techniques of dealing with special needs patients and is required for paramedic certification. Topics include behavioral emergencies, abuse, assault, challenged patients, personal well-being, home care, and psychotherapeutic pharmacology. Upon completion, students should be able to recognize and manage frequently encountered special needs patients.

EMS 241 EMS Clinical Practicum IV 0 0 9 3
Prerequisites: EMS 231; or EMS 232 and COE 131
Corequisites: None
This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

EMS 250 Advanced Medical Emergencies 2 3 0 3
Prerequisites: EMS 120, EMS 130, EMS 131, and either EMS 121 or EMS 122
Corequisites: None
This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include pulmonology, neurology, endocrinology, anaphylaxis, gastroenterology, toxicology, and environmental emergencies integrating case presentation and emphasizing pharmacotherapeutics. Upon completion, students should be able to recognize and manage frequently encountered medical conditions based upon initial patient impression.

EMS 260 Advanced Trauma Emergencies 1 3 0 2
Prerequisites: EMS 120, EMS 130, EMS 131, and either EMS 121 or EMS 122
Corequisites: None
This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include hemorrhage control, shock, burns, and trauma to head, spine, soft tissue, thoracic, abdominal, and musculoskeletal areas with case presentations utilized for special problems situations. Upon completion, students should be able to recognize and manage trauma situations based upon patient impressions and should meet requirements of BTLS or PHTLS courses.

EMS 270 Life Span Emergencies 2 2 0 3
Prerequisites: EMS 120, EMS 130, and EMS 131
Corequisites: None
This course, required for paramedic certification, covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies and certify at the Pediatric Advanced Life Support Provider level.

EMS 280 EMS Bridging Course **2 2 0 3**
Prerequisites: None
Corequisites: None
This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program. Topics include patient assessment, documentation, twelve-lead ECG analysis, thrombolytic agents, cardiac pacing, and advanced pharmacology. Upon completion, students should be able to perform advanced patient assessment documentation using the problem-oriented medical record format and manage complicated patients.

EMS 285 EMS Capstone **1 3 0 2**
Prerequisites: EMS 220, EMS 250, and EMS 260
Corequisites: None
This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

ENG 070 Basic Language Skills **2 2 0 3**
Prerequisites:
Corequisites: None
This course introduces the fundamentals of standard written English. Emphasis is placed on effective word choice, recognition of sentences and sentence parts, and basic usage. Upon completion, students should be able to generate a variety of sentence types that clearly express ideas. *This course doe not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.*

ENG 080 Writing Foundations **3 2 0 4**
Prerequisites: ENG 070 or ENG 075
Corequisites: None
This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.*

ENG 090 Composition Strategies **3 0 0 3**
Prerequisites: ENG 080 or ENG 085
Corequisites: None
This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. *This course satisfies the developmental writing requirement for ENG 111 and ENG 111A.*

ENG 090A Comp Strategies Lab **0 2 0 1**
Prerequisites: ENG 080 or ENG 085
Corequisites: ENG 090
This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.

ENG 101 Applied Communications I **3 0 0 3**
Corequisites: None
This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. *This is a diploma-level course.*

ENG 102 Applied Communications II **3 0 0 3**
Prerequisites: None
Corequisites: None
This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. *This is a diploma-level course.*

ENG 111 Expository Writing **3 0 0 3**
Prerequisites: ENG 090 and RED 090; or ENG 095
Corequisites: None
This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 113 Literature-Based Research **3 0 0 3**
Prerequisites: ENG 111
Corequisites: None
This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically sound, documented essays and research papers that analyze and respond to literary works. In addition, this course includes oral presentations of research projects. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 114 Professional Research & Reporting **3 0 0 3**
Prerequisites: ENG 111
Corequisites: None
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 131 Introduction to Literature **3 0 0 3**
Prerequisites: ENG 111
Corequisites: ENG 112, ENG 113, or ENG 114
This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 231 American Literature I **3 0 0 3**
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 232 American Literature II **3 0 0 3**
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 233 Major American Writers **3 0 0 3**
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 241 British Literature I **3 0 0 3**
Prerequisite: ENG 112 or ENG 113 or ENG 114
Corequisite: None
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 242 British Literature II **3 0 0 3**
Prerequisite: ENG 112 or ENG 113 or ENG 114
Corequisite: None
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 243 Major British Writers **3 0 0 3**
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 261 World Literature I **3 0 0 3**
Prerequisite: ENG 112 or ENG 113 or ENG 114
Corequisite: None
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 262 World Literature II **3 0 0 3**
Prerequisite: ENG 112 or ENG 113 or ENG 114
Corequisite: None
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 271 Contemporary Literature **3 0 0 3**
Prerequisites: ENG*112 or ENG*113 or ENG*114
Corequisites: None
This course includes a study of contemporary literature. Emphasis is placed on literary and cultural trends of selected texts. Upon completion, students should be able to interpret, analyze, and respond to the literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

FOR 121 Dendrology **2 6 0 4**
Prerequisites:
Corequisites: None
This course covers field identification, classifications, uses, and nomenclature of trees. Emphasis is placed on silvics, characteristics, commercial importance, and wildlife benefits of trees. Upon completion, students should be able to identify trees and understand their uses.

FOR 123 Forest Botany **2 3 0 3**
Prerequisites:
Corequisites: None
This course introduces the structures and processes of forest plants. Emphasis is placed on dissection and direct examination of roots, shoots, and leaves. Upon completion, students should be able to identify plant parts and understand their functions.

FOR 131 Forest Measurements **2 3 0 3**
Prerequisites:
Corequisites: None
This course introduces basic land and tree measurement equipment and mapping techniques. Emphasis is placed on developing skills for land, tree, and log measurements. Upon completion, students should be able to accurately use land and tree measurement equipment.

FOR 151 Forest Equip Operation **1 6 0 3**
Prerequisites:
Corequisites: None
This course covers the basics of forest equipment safety and operation. Emphasis is placed on preventive maintenance and safe operating procedures. Upon completion, students should be able to match a machine to a job and perform basic machine tasks.

FOR 171 Intro to Forest Resources **3 0 0 3**
Prerequisites:
Corequisites: None
This course introduces the relationships within the forest and its various uses. Emphasis is placed on forest history, ecology, protection, management, policies, and practices. Upon completion, students should be able to discuss the relationship of the forest and its use to the welfare of mankind.

FOR 173 Soils & Hydrology **2 3 0 3**
Prerequisites:
Corequisites: None
This course covers concepts of soils and water including physical and chemical soil properties. Emphasis is placed on soil sampling, identification, plant-site relationships, water movement, and properties. Upon completion, students should be able to relate soil and water characteristics to forest growth and water quality.

FOR 175 Wildlife/Environ Studies **2 3 0 3**
Prerequisites
Corequisites: None
This course provides an overview of wildlife and environmental issues pertaining to the ecological, social, and economic aspects of forestry. Topics include wildlife management, wetland delineation, endangered species detection, protection, landowner rights, liabilities, regulations, and law. Upon completion, students should be able to demonstrate a knowledge of how wildlife and environmental issues affect forestry in the United States.

FOR 213 Remote Sensing **2 3 0 3**
Prerequisites:
Corequisites: None
This course introduces indirect methods for gathering information. Topics include the use of aerial photography and digital imagery for land description, quantification, and qualification. Upon completion, students should be able to use remote sensing devices and data in forest decision making.

FOR 215 Intro to GIS/GPS **1 4 0 3**
Prerequisties: None
Corequisites: None
This course introduces geographic information systems and global positioning devices. Emphasis is placed on the use of existing hardware and software to create and update computer generated maps. Upon completion, students should be able to understand the uses and limitations of GIS and GPS devices in forestry applications.

FOR 225 Silvics & Silviculture **3 3 0 4**
Prerequisites:
Corequisites: None
This course covers the establishment, development, care, and harvesting of forest stands. Emphasis is placed on the application of various techniques used to control stand establishment, composition, and growth. Upon completion, students should be able to understand and apply appropriate forest stand improvement techniques.

FOR 232 Forest Mensuration **2 6 0 4**
Prerequisites: FOR 131
Corequisites: None
This course provides applications of previously covered measurement techniques to the volume estimation and valuation of forest stands. Emphasis is placed on applications of various timber cruising methods. Upon completion, students should be able to determine the size, volume, and quality of forest stands.

FOR 234 Forest Surveying **2 6 0 4**
Prerequisites:
Corequisites: None
This course covers the basic concepts of plane surveying: distance and angle measurement, leveling with a variety of instruments, field note organization, and computation. Emphasis is placed on boundary location and acreage determination. Upon completion, students should be able to survey a tract of land.

FOR 240 Forest Protection **2 3 0 3**
Prerequisites:
Corequisites: None
This course covers the forces that affect the health and vigor of the nation's forests. Emphasis is placed on wildfire management, prescribed burning, entomology, pathology, and forest health. Upon completion, students should be able to identify the major pests which affect the forest and understand and recommend control methods.

FOR 245 Forest Pesticides **2 3 0 3**
Prerequisites:
Corequisites: None
This course provides a basic understanding of the importance of forest pesticides. Topics include prescriptions, methods, regulations, laws, and safety. Upon completion, students should be able to safely plan, implement, and execute a pesticide action plan in a forest environment.

FOR 271 Forest Management **2 3 0 3**
Prerequisites: FOR 225 and FOR 232
Corequisites: None
This course is designed as a capstone course for forest management majors to apply skills previously learned. Emphasis is placed on recommendations forest managers make to provide services on forest lands to meet the owners' objectives. Upon completion, students should be able to develop forest management plans for various forest ownerships.

FOR 282 Forest Recreation **2 3 0 3**
Prerequisites:
Corequisites: None
This course covers the principles and problems involved in the utilization of our natural resources for recreational purposes. Topics include planning, development, and maintenance of trails, campgrounds, waterways, and wilderness areas. Upon completion, students should be able to understand the challenges and demands on our natural resources for recreational purposes.

FOR 285 Logging & Marketing **2 3 0 3**
Prerequisites:
Corequisites: None
This course covers logging systems commonly used in the Southeast. Emphasis is placed on roading, matching equipment to job requirements, safety, legal requirements, and primary manufacturing of forest products. Upon completion, students should be able to supervise a logging operation.

GEL 111 Introductory Geology **3 2 0 4**
Prerequisites: None
Corequisites: None
This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

GRO 120 Gerontology **3 0 0 3**
Prerequisites: PSY 150
Corequisites: None
This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects.

GRO 240 Gerontology Care Managing **2 0 0 2**
prerequisites: GRO 120
Corequisites: None
This course covers community resources and discusses care management, including assessment, care planning, evaluation, issues of family, high risk, and self-care. Topics include funding, eligibility for community and health resources, care management protocols, care plan development, and identification of major resources and barriers to self-care. Upon completion, students will be able to develop a care plan for older adults at various levels of needs, including community and health resources.

GSM 111 Gunsmithing I **2 12 0 6**
Prerequisites:
Corequisites: None
This course introduces hand tools, blueprints, and basic machine tools used in gunsmithing. Emphasis is placed on safety and the completion of projects from blueprints using hand and machine tools. Upon completion, students should be able to read and work from blueprints using hand tools and make basic machine tool setups.

GSM 120 Gunsmithing Tools **2 12 0 6**
Prerequisites:
Corequisites: None
This course covers the manufacture of tools used in the gunsmithing trade. Emphasis is placed on the production of tools used for gunsmithing from working drawings. Upon completion, students should be able to use blueprints to produce tools and fixtures for use in gunsmithing.

GSM 123 Basic Stockmaking **2 12 0 6**
Prerequisites:
Corequisites: None
This course introduces the design, layout, and proper wood selection for stocks. Topics include building stocks by hand, one-butt stocks, and fore-ends for a two-piece shotgun. Upon completion, students should be able to choose a suitable piece of wood, lay out a stock, and produce a butt stock and fore-end for a firearm.

GSM 125 Barrel Fitting/Alteration **3 9 0 6**
Prerequisites:
Corequisites: None
This course covers custom barrel fitting, chambering, and action alterations. Emphasis is placed on safety and completion of custom barreled actions using hand and machine tools and welding equipment. Upon completion, students should be able to perform alterations to various firearms, including custom-barreled actions, recoil pads, and choke tubes.

GSM 127 General Repair **3 9 0 6**
Prerequisites:
Corequisites: None
This course introduces the design and function of firearms, sight mounting, and basic reloading of ammunition. Emphasis is placed on safety and the completion of repair projects using hand and machine tools and the furnace. Upon completion, students should be able to diagnose and correct basic malfunctions, produce and fix simple parts, choose and install sights, and perform basic reloading skills.

GSM 223 Rifle Stockmaking **2 12 0 6**
Prerequisites: Completion of curriculum core requirements
Corequisites: None
This course introduces inletting, shaping, and finishing of custom rifle stocks. Emphasis is placed on the design and completion of a custom rifle stock using hand and machine tools. Upon completion, students should be able to lay out a rifle stock, inlet the barrel action, and shape and finish a custom rifle stock.

GSM 225 Gunmetal Refinishing **2 12 0 6**
Prerequisites: Completion of curriculum core requirements
Corequisites: None
This course introduces gun metal finishes. Topics include metal polishing and the finishing of steel, aluminum, and castings using hand tools and buffing equipment. Upon completion, students should be able to caustic blue, rust blue, anodize, parkerize, and color-case harden gunmetal.

GSM 227 Adv Repair Technology 2 12 0 6
Prerequisites: Completion of curriculum core requirements
Corequisites: None
This course covers advanced repair techniques and trigger designs on rifles and shotguns. Emphasis is placed on repairing various firearms and adjusting trigger pulls to safe industry standards using fixtures and hand and machine tools. Upon completion, students should be able to safely adjust and repair various firearms.

GSM 230 Handgun Technology 2 9 0 5
Prerequisites: Completion of curriculum core requirements
Corequisites: None
This course covers the design, function, and customizing of handguns. Emphasis is placed on repairs and custom alterations. Upon completion, students should be able to perform repairs on revolvers and semi-automatic pistols and customize handguns.

GSM 235 Current Gunsmithing Tech 2 12 0 6
Prerequisites: Completion of curriculum core requirements
Corequisites: None
This course introduces current materials and gunsmithing techniques. Emphasis is placed on material characteristics, applications, and tooling requirements. Upon completion, students should be able to demonstrate competence in current gunsmithing techniques such as composite stockmaking and synthetic bedding.

HIS 114 Comparative World History 3 0 0 3
Prerequisites:
Corequisites: None
This course provides a comparison of western and non-western cultures. Emphasis is placed on historical developments and their impact on the modern world through religion, politics, economics, and social developments. Upon completion, students should be able to compare and contrast western and non-western cultures. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 131 American History I 3 0 0 3
Prerequisites:
Corequisites: None
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 132 American History II 3 0 0 3
Prerequisites:
Corequisites: None
This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 167 The Vietnam War 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the American political and military involvement in Vietnam from 1944 to 1975. Topics include the French colonial policy, Vietnamese nationalism, the war in France, American involvement, and resolution of the conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments that influenced the Vietnam War.

HSE 110 Intro to Human Services **2 2 0 3**
Prerequisites:
Corequisites: None
This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

HSE 112 Group Process I **1 2 0 2**
Prerequisites: Enrollment in the Human Services program
Corequisites: None
This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings. This course includes an oral communication component.

HSE 123 Interviewing Techniques **2 2 0 3**
Prerequisites: None
Corequisites: None
This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship. This course includes an oral communication component.

HSE 125 Counseling **2 2 0 3**
Prerequisites: PSY 150
Corequisites: None
This courses covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of sel-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques. This course includes an oral communication component.

HSE 210 Human Services Issues **2 0 0 2**
Prerequisites: None
Corequisites: None
This courses covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multifaceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field. This course includes an oral communication component.

HSE 220 Case Management **2 2 0 3**
Prerequisites: HSE 110
Corequisites: None
This courses covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.

HSE 225 Crisis Intervention **3 0 0 3**
Prerequisites: None
Corequisites: None
This course introduces the basic theories and principles of crisis intervention. Emphasis is place don identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately. This course include an oral communication component.

HSE 227 Children & Adolescents in Crisis 3 0 0 3
Prerequisites: None
Corequisites: None
This course covers the crises affecting children and adolescents in contemporary society. Emphasis is placed on abuse and neglect, suicide and murder, dysfunctional family living, poverty, and violence. Upon completion, students should be able to identify and discuss intervention strategies and available services for the major contemporary crises affecting children and adolescents.

HYD 110 Hydraulics/Pneumatics I 2 3 0 3
Prerequisites: None
Corequisites: None
This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a
fluid power system, including design, application, and troubleshooting.

ISC 131 Quality Management 3 0 0 3
Prerequisites:
Corequisites: None
This course provides a study and analysis of the aspects and implications of quality management that lead to customer satisfaction through continuous quality improvement. Topics include Total Quality Management, ISO 9000, organizing for quality, supplier/vendor relationships, and the role of leadership in quality management. Upon completion, students should be able to demonstrate an understanding of quality management concepts and techniques.

ITN 110 Intro. to Web Graphics 2 2 0 3
Prerequisites: None
Corequisites: None
This course is the first of two courses covering the creation of web graphics, addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, type conversion, RGB color, the browser-safe palette, elementary special effects, image maps, and other related topics. Upon completion, students should be able to create graphics such as banners, buttons, backgrounds, and other graphics for Web pages.

ITN 120 Intro Internet Multimedia 2 2 0 3
Prerequisites: None
Corequisites: None
This is the first of two courses covering the creation of Internet Multimedia. Topics include Internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications.

ITN 130 Web Site Management 2 2 0 3
Prerequisites: None
Corequisites: None
This course covers the issues involved in web site architecture. Topics include operating system directory structures, web site structural design, web site navigation, web site maintenance, backup and security. Upon completion, students should be able to design a web site directory plan optimized for navigation and ease of
maintenance.

ITN 140 Web Development Tools 2 2 0 3
Prerequisites: None
Corequisites: None
This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

ITN 150 Internet Protocols **2 2 0 3**
Prerequisites: None
Corequisites: None
This course introduces the student to the application protocols used on the Internet. Topics include HTTP, Secure HTTP, TCP/IP, and related applications such as FTP, TELNET, and PING. Upon completion, students should be able to use the protocols as they pertain to the Internet, as well as, setup and maintain these protocols.

ITN 170 Intro to Internet Database **2 2 0 3**
Prerequisites: None
Corequisites: None
This is the first of two courses introducing the use of databases to store, retrieve and query data through HTML forms. Topics include database design for Internet databases, use of ODBC-compliant databases. Upon completion, students should be able to create and maintain a database that will collect, query and report on data via an HTML form.

ITN 260 Intro. to E-Commerce **2 2 0 3**
Prerequisites: None
Corequisites: None
This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to setup a working e-commerce Internet web site.

ITN 270 Adv Internet Databases **2 2 0 3**
Prerequisites: ITN*170
Corequisites: None
This is the second of two courses on Internet databases. Topics include database distribution and replication, data warehousing, integration of desktop and Internet database structures. Upon completion, students should be able to design and implement an Internet database.

MAT 050 Basic Math Skills **3 2 0 4**
Prerequisites:
Corequisites: None
This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

MAT 060 Essential Mathematics **3 2 0 4**
Prerequisites: MAT 050
Corequisites: None
This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

MAT 070 Introductory Algebra **3 2 0 4**
Prerequisites: MAT 060
Corequisites: RED 080 or ENG 085
This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 080 Intermediate Algebra **3 2 0 4**
Prerequisites: MAT 070
Corequisites: RED 080 or ENG 085
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 101 Applied Mathematics I **2 2 0 3**
Prerequisites: MAT 060
Corequisites: None
This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate & diploma programs. Topics include arithmetic & geometric skills used in measurement, ratio & proportion, exponents & roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. *This course is intended for certificate & diploma programs.*

MAT 115 Mathematical Models **2 2 0 3**
Prerequisites: MAT 070 with a minimum grade of C
Corequisites: None
This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in nonmathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and worked confidently, collaboratively, and independently.

MAT 120 Geometry and Trigonometry **2 2 0 3**
Prerequisites: MAT 070
Corequisites: None
This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology.

MAT 140 Survey of Mathematics **3 0 0 3**
Prerequisites: MAT 070
Corequisites: None
This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 151 Statistics I **3 0 0 3**
Prerequisites: MAT 080 or MAT 090
Corequisites: None
This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 165 Finite Mathematics **3 0 0 3**
Prerequisites: MAT 161
Corequisites: None
This course provides topics used to formulate models and to solve and interpret solutions using an algorithmic approach. Topics include linear algebra, linear programming, simplex method, sets and counting, probability, mathematics of finance, and logic. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts of finite mathematics and the ability to solve related problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 171 Precalculus Algebra **3 0 0 3**
Prerequisite: MAT 080 or MAT 090
Corequisite: None
This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 172 Precalculus Trigonometry **3 0 0 3**
Prerequisite: MAT 171
Corequisite: None
This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, and vectors. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 263 Brief Calculus **3 0 0 3**
Prerequisites: MAT 161
Corequisites: None
This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 271 Calculus I **3 2 0 4**
Prerequisites: MAT 172 or MAT 175
Corequisites: None
This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 272 Calculus II **3 2 0 4**
Prerequisites: MAT 271
Corequisites: None
This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MEC 111 Machine Processes I **2 3 0 3**
Prerequisites: None
Corequisites: None
This course introduces safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include safety, measuring tools, and the basic setup and operation of lathes, milling machines, drill presses, and saws. Upon completion, students should be able to manufacture a simple part to a specified tolerance.

MEC 130 Mechanisms **2 3 0 3**
Prerequisites: None
Corequisites: None
This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear train, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other decides used to transmit or control signals. Upon completion, students should be able to analyze, maintain and troubleshoot the components of mechanical systems.

MEC 172 Intro to Metallurgy **2 2 0 3**
Prerequisites:
Corequisites: None
This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.

MEC 263 Electro-Pneu Components **2 4 0 4**
Prerequisites: None
Corequisites: None
This course introduces principles and practical applications of electrical/pneumatic control systems, and primary control devices incorporated in those systems. Emphasis is placed on reading and interpreting ladder diagrams, building control circuits, and troubleshooting valves, switches, and sensors. Upon completion, students should be able to design, build, and troubleshoot basic electro-pneumatic control systems.

MED 110 Orientation to Med Assist **1 0 0 1**
Prerequisites:
Corequisites: None
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 114 Prof Interact. in Heal Care **1** **0** **0** **1**
Prerequisites:
Corequisites: None
This course is designed to identify various patient behaviors encountered in the medical setting. Emphasis is placed on stressors related to illness, cultural influences, death and dying, and needs specific to patients. Upon completion, students should be able to utilize appropriate methods of verbal and nonverbal communication with empathy and impartiality.

MED 118 Medical Law and Ethics **2** **0** **0** **2**
Prerequisites:
Corequisites: None
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 121 Medical Terminology I **3** **0** **0** **3**
Prerequisites:
Corequisites: None
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122 Medical Terminology II **3** **0** **0** **3**
Prerequisites: MED 121
Corequisites: None
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 130 Admin Office Proc I **1** **2** **0** **2**
Prerequisites:
Corequisites: None
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED 131 Admin Office Proc II **1** **2** **0** **2**
Prerequisites: MED 130
Corequisites: None
This course is the second in a series and provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 134 Medical Transcription **2** **2** **0** **3**
Prerequisites: MED 121
Corequisites: None
This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription.

Course Descriptions

MED 140 Exam Room Procedures I **3 4 0 5**
Prerequisites:
Corequisites: None
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150 Laboratory Procedures I **3 4 0 5**
Prerequisites:
Corequisites: None
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED 232 Medical Insurance Coding **1 3 0 2**
Prerequisites: MED 131
Corequisites: None
This course is designed to build upon the coding skills introduced in MED 131. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

MED 260 MED Clinical Externship **0 0 15 5**
Prerequisites:
Corequisites: None
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 264 Med Assisting Overview **2 0 0 2**
Prerequisites:
Corequisites: None
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

MED 270 Symptomatology **2 2 0 3**
Prerequisites:
Corequisites: None
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

MED 272 Drug Therapy **3 0 0 3**
Prerequisites: MED 140
Corequisites: None
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

MED 276 Patient Education **1 2 0 2**
Prerequisites:
This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.

MEG 110 Tools, Term, & Procedures **2 6 0 4**
Prerequisites:
Corequisites: None
This course covers tools, equipment, terminology, and materials used for metal engraving. Topics include basic tool geometry, basic tool design and construction, basic engraving cuts, and the care and maintenance of tools and equipment. Upon completion, students should be able to design and construct basic engraving tools and make basic engraving cuts in metals.

MEG 111 Scroll Cutting & Design **2 9 0 5**
Prerequisites:
Corequisites: None
This course introduces the techniques of drawing and engraving basic bias scroll designs. Topics include elements of scroll design, drawing techniques, and basic scroll engraving skills. Upon completion, students should be able to engrave a product suitable for the metal engraving marketplace.

MEG 114 Bolino **2 6 0 4**
Prerequisites:
Corequisites: None
This course introduces the bolino method of push engraving in ferrous and non-ferrous metals. Emphasis is placed on making basic tools, lettering, fine-line engraving, printing plates, various scrolls, and the use of microscopes. Upon completion, students should be able to apply a variety of bolino engravings to ferrous and non-ferrous metals.

MEG 115 Lettering & Calligraphy **2 3 0 3**
Prerequisites:
Corequisites: None
This course covers the anatomy, layouts, and cutting of the four basic letter types. Emphasis is placed on lettering anatomy, balanced lettering layout, hammer chisel methods, and the use of a paragraph. Upon completion, students should be able to form a responsive layout using a combination of letter styles.

MEG 116 Flush & Raised Inlay **2 9 0 5**
Prerequisites:
Corequisites: None
This course introduces different applications of inlay techniques. Topics include flush inlay, overlay inlay, sculptured inlay, wire inlay, die sculpture, oak leaves, and gravermox engraving. Upon completion, students should be able to apply a variety of inlay techniques to a metal object.

MEG 117 Engraving Applications **2 6 0 4**
Prerequisites: MEG 111
Corequisites: None
This course is designed to simulate real-life marketplace experiences for the metal engraver. Emphasis is placed on the independent applications of production and custom engravings according to simulated work orders. Upon completion, students should be able to apply engraving skills and knowledge competently in the marketplace.

MEG 118 Advanced Scroll Drawing **1 3 0 2**
Prerequisites: MEG 111
Corequisites: None
This course provides the opportunity to develop personal application of the elements of design into scroll drawings. Emphasis is placed on design elements, creativity, advanced scroll anatomy, and developing personal styles. Upon completion, students should be able to incorporate their own unique style of scroll drawings into complex geometric shapes.

MKT 120 Principles of Marketing **3 0 0 3**
Prerequisites:
Corequisites: None
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MNT 110 Intro to Maint Procedures **1 3 0 2**
Prerequisites: None
Corequisites: None
This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current
industry standards.

MUS 110 Music Appreciation **3 0 0 3**
Prerequisites:
Corequisites: None
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

NET 110 Data Comm/Networking **2 2 0 3**
Prerequisites:
Corequisites: None
This course introduces data communication and networking. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking.

NET 260 Internet Dev. & Support **3 0 0 3**
Prerequisites: NET 110
Corequisites: None
This course covers issues relating to the development and implementation of Internet related tools and services. Topics include Internet organization, site registration, E-mail servers, Web servers, Web page development, legal issues, firewalls, multimedia, TCP/IP, service providers, FTP, list servers, and gateways. Upon completion, students should be able to develop and support the Internet services needed within an organization.

NUR 101 Practical Nursing I **7 6 6 11**
Prerequisites: Enrollment in the Practical Nursing program
Corequisites: None
This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

NUR 102 Practical Nursing II **8 0 12 12**
Prerequisites:
Corequisites:
This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

NUR 103 Practical Nursing III **6 0 12 10**
Prerequisites:
This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

OST 122 Office Computations **1 2 0 2**
Prerequisites:
Corequisites: None
This course introduces the keypad and the touch method using the electronic calculator. Topics include mathematical functions in business applications. Upon completion, students should be able to use the electronic calculator to solve a wide variety of problems commonly encountered in business.

OST 131 Keyboarding **1 2 0 2**
Prerequisites:
Corequisites: None
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

OST 132 Keyboard Skill Building **1 2 0 2**
Prerequisites: OST 131
Corequisites: None
This course provides accuracy- and speed-building drills. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

OST 134 Text Entry & Formatting **3 2 0 4**
Prerequisites: None
Corequisites: None
This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents.

OST 135 Adv Text Entry & Format **3 2 0 4**
Prerequisites: OST*134
Corequisites : None
This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on the production of letters, manuscripts, business forms, tabulation, legal documents, and newsletters. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

OST 136 Word Processing **1 2 0 2**
Prerequisites: None
Corequisites: None
This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

OST 164 Text Editing Applications **3 0 0 3**
Prerequisites:
Corequisites: None
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 184 Records Management **1 2 0 2**
Prerequisites:
Corequisites: None
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 223 Machine Transcription I **1 2 0 2**
Prerequisites: OST 134, OST 136, and OST 164
Corequisites: None
This course covers the use of transcribing machines to produce mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy.

OST 224 Machine Transcription II **1 2 0 2**
Prerequisites: OST 223
Corequisites: None
This course provides advanced transcription skills. Emphasis is placed on specialized transcription features. Upon completion, students should be able to transcribe complex business documents into mailable copy with minimal assistance.

OST 236 Adv Word/Information Proc **2 2 0 3**
Prerequisites: OST 136 or OST 135
Corequisites: None
This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents.

OST 286 Professional Development **2 0 0 2**
Prerequisites:
Corequisites: None
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

OST 289 Office Systems Management **2 2 0 3**
Prerequisites: OST 164 and OST 134 or OST 136
Corequisites: None
This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment.

PCC 110 Intro to Pottery **3** **15** **0** **8**
Prerequisites:
Corequisites: None
This course introduces pottery making for potters, including clay preparation, wheel throwing and trimming, surface decoration, and glazing and firing techniques. Topics include clay bodies and the mixing process, potter's wheel basics, glazing, kiln loading and firing, and safety issues. Upon completion, students should be able to prepare clay; center and throw basic forms; trim, mix, and apply basic glazes; and load and fire bisque kilns.

PCC 111 Functional Pottery I **3** **15** **0** **8**
Prerequisites:
Corequisites: None
This course covers the important elements of designing and producing utilitarian pottery, including wall thickness, balance and proportion, surface decoration, and glazing and firing techniques. Topics include bowls, mugs, plates, casseroles, stemware, and bottles, with emphasis on safe glazing and supervised firing. Upon completion, students should be able to produce a variety of functional pots, apply a glaze, and load and assist firing a kiln.

PCC 114 Raku **1** **3** **0** **2**
Prerequisites:
Corequisites: None
This course introduces clay bodies, glazes, kilns, and firing techniques necessary for making and safely firing raku pottery. Topics include clay properties, glaze types, kiln design, firing techniques, and historical information and safety related to the raku process. Upon completion, students should be able to make, glaze, and fire a variety of raku projects.

PCC 118 Clay: Special Study **0** **4** **0** **2**
Prerequisites:
Corequisites: None
This course provides a format in which to explore personal interests in clay with instructor supervision. Emphasis is placed on student proposals and student-instructor-developed contractual agreements specifying goals, deadlines, and evaluation criteria. Upon completion, students should be able to complete clay works as specified in student-instructor-designed contractual agreements.

PCC 130 Pottery Production **2** **9** **0** **5**
Prerequisites:
Corequisites: None
This course covers the production of similar functional forms that have a harmony of form, function, and design. Emphasis is placed on producing similar pottery forms, such as mugs, pitchers, plates, lidded containers, bottles, stemware, and teapots. Upon completion, students should be able to produce on the wheel multiples of the same form that are similar in size, shape, and properties.

PCC 132 Glaze Formulation **1** **3** **0** **2**
Prerequisites:
Corequisites: None
This course provides an in-depth study of glazes used on pottery. Emphasis is placed on performing glaze tests, analyzing glazes, mixing a variety of glazes, and correcting glaze faults. Upon completion, students should be able to demonstrate an understanding of glaze chemical qualities and formulate new glazes.

PCC 210 Functional Pottery II **3** **15** **0** **8**
Prerequisites: PCC 111
Corequisites: None
This course expands previous wheel throwing skills & involves larger, more complicated forms, production skills, slip & glaze theory, kiln theory, & glaze firing. Topics include centering & throwing larger amounts of clay, production techniques, record keeping, studio layout, kiln design, & fuel systems. Upon completion, students should be able to produce pots with competent handles, proper lids, & matching multiple forms & identifying kiln properties & burner types.

PCC 211 Decorative Pottery **3 15 0 8**
Prerequisites: PCC 111
Corequisites: None
This course continues previous functional skill development, including limited production and one-of-a-kind pieces with emphasis on forming techniques. Topics include multiple cylinder forms, thrown additions, production skills, glaze testing, surface decoration, and firing techniques. Upon completion, students should be able to produce entry-level professional work for show and sale using a variety of forming and finishing techniques.

PCI 264 Process Control with PLCs **3 3 0 4**
Prerequisites: ELC 128
Corequisites: None
This course introduces automatic process control implemented with PLC technology. Topics include interfacing and controlling advanced PID control loops and devices using various PLC-based systems. Upon completion, students should be able to demonstrate an understanding of advanced applications of process control and instrumentation systems with PLC-based devices.

PSY 141 Psychology of Death & Dying **3 0 0 3**
Prerequisites: None
Corequisites: None
This course presents psychological perspectives on death and dying. Topics include the culturally diverse aspects of death and the grieving process, adjustment mechanisms, interventions, and the psychological and ethical dimensions of death and dying. Upon completion, students should be able to demonstrate an understanding of the psychosocial aspects of death and dying.

PSY 150 General Psychology **3 0 0 3**
Prerequisites:
Corequisites: None
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 241 Developmental Psych **3 0 0 3**
Prerequisites: PSY 150
Corequisites: None
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 255 Introduction to Exceptionality **3 0 0 3**
Prerequisites: PSY 150
Corequisites: None
This course introduces the psychology of the exceptional person. Topics include theoretical perspectives, terminology, and interventions pertaining to various handicapping conditions as well as the resulting psychosocial adjustments. Upon completion, student should be able to demonstrate a basic understanding of the potentials and limitations of the exceptional person.

PSY 263 Educational Psychology **3 0 0 3**
Prerequisites: PSY 150
Corequisites: None
This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice.

PSY 264 Counseling Techniques **2 2 0 3**
Prerequisites: PSY 150
Corequisites: None
This course introduces basic counseling skills, models, and methods used in helping relationships. Emphasis is placed on listening, communication and interviewing skills, practical exercises and techniques, intervention strategies, and self-awareness in helping relationships. Upon completion, students should be able to demonstrate basic helping skills.

PSY 265 Behavioral Modification **3 0 0 3**
Prerequisites: PSY 150
Corequisites: None
This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic leaning principles to effect behavioral changes in self and others.

PSY 281 Abnormal Psychology **3 0 0 3**
Prerequisites: PSY 150
Corequisites: None
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

RED 070 Essential Reading Skills **3 2 0 4**
Prerequisites:
Corequisites: None
This course is designed for those with limited reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, and learning strategies. Upon completion, students should be able to demonstrate competence in the skills required for RED 080. *This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A.*

RED 080 Intro to College Reading **3 2 0 4**
Prerequisites: RED 070 or ENG 075
Corequisites: None
This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. *This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A.*

RED 090 Improved College Reading **3 2 0 4**
Prerequisites: RED 080 or ENG 085
Corequisites: None
This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. *This course satisfies the developmental reading prerequisite for ENG 111 or ENG 111A.*

REL 110 World Religions **3 0 0 3**
Prerequisites:
Corequisites: None
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 211 Intro to Old Testament **3 0 0 3**
Prerequisites:
Corequisites: None
This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 212 Intro to New Testament **3 0 0 3**
Prerequisites:
Corequisites: None
This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 221 Religion in America **3 0 0 3**
Prerequisites:
Corequisites: None
This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SAB 110 Substance Abuse Overview **3 0 0 3**
Prerequisites: None
Corequisites: None
This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measure. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

SAB 137 Co-Dependency **3 0 0 3**
Prerequisites: None
Corequisites: None
This course introduces the adult child concept and co-dependency as syndromes of the addictive process. Emphasis is placed on treatment and recovery within the context of a paradigm shift which allows the individual to choose a healthy model of life. Upon completion, students should be able to assess levels of co-dependency and associated levels of physical and mental health and develop strategies to enhance health.

SAB 210 Substance Abuse Counseling **2 2 0 3**
Prerequisites: None
Corequisites: None
This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recover, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches., recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedures culminating in cognitive/behavioral change.

SOC 210 Introduction to Sociology **3 0 0 3**
Prerequisites:
Corequisites: None
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 213 Sociology of the Family **3 0 0 3**
Prerequisites: None
Corequisites: None
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 232 Social Context of Aging **3 0 0 3**
Prerequisites: None
Corequisites: None
This course provides an overview of the social implications of the aging process. Emphasis I placed on the roles of older adults within families, work, and economics, politics, religion, education, and health care Upon completion, students should be able to identify and analyze changing perceptions, diverse life style, and social and cultural realities of older adults. This course has been approved to satisfy the Comprehensive Articulation agreement elective course requirement.

SPA 111 Elementary Spanish I **3 0 0 3**
Prerequisites:
Corequisites: None
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 112 Elementary Spanish II **3 0 0 3**
Prerequisites: SPA 111
Corequisites: None
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 211 Intermediate Spanish I **3 0 0 3**
Prerequisite: SPA 112
Corequisite: None
This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and *future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 212 Intermediate Spanish II **3 0 0 3**
Prerequisites: SPA 211
Corequisites: None
This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

TXY 101 Fish Taxidermy **6 18 0 12**
Prerequisites:
Corequisites: None
This course covers mounting and painting fish, including skin mounts, reproductions, fish identifications, coloration, and habitat construction. Emphasis is placed on methods of measuring, skinning, preserving and restoring color to skin-mounted fish, and the preparation and painting of reproduction fish. Upon completion, students should be able to successfully complete all steps necessary to mount and paint skin-mounted specimens and prepare and paint reproduction fish. *This is a diploma-level course.*

TXY 103 Mammal Taxidermy **6 18 0 12**
Prerequisites:
Corequisites: None
This course covers mounting game heads and life-size mammals with shop experience in mounting selected species and the construction of habitats. Emphasis is placed on proper measuring techniques, skinning, form selection, and mounting procedures. Upon completion, students should be able to skin, preserve, and mount mammals to achieve a life-like appearance, including proper color restoration. *This is a diploma-level course.*

TXY 105 Bird Taxidermy **3 9 0 6**
Prerequisites:
Corequisites: None
This course covers bird taxidermy, including the application of commercial forms, artificial heads, and wrapped bodies. Emphasis is placed on federal laws governing migratory birds and techniques used to skin, degrease, preserve, and mount specimens. Upon completion, students should be able to skin, degrease, preserve, and mount birds to achieve a life-like appearance, including proper color restoration. *This is a diploma-level course.*

WLD 112 Basic Welding Processes **1** **3** **0** **2**
Prerequisites:
Corequisites: None
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

Continuing Education & Community Services

PURPOSE

Education is a process that continues throughout an individual's life. The recent rapid developments in technology have made it imperative that individuals make purposeful plans in order to keep abreast of these developments. It is the College's aim to afford all individuals in Montgomery County the opportunity to develop to their fullest potential in whatever areas of vocational and cultural endeavor that they desire. The Continuing Education and Community Services Division plays a vital role in providing those opportunities. Through a variety of programs and services the Division provides opportunities for initial workforce development, occupational training and retraining, basic skills development, and academic and personal enrichment.

ADMISSION

Any adult who has reached the age of eighteen (18) and is not enrolled in public school is eligible to enroll in Adult Continuing Education classes.

FEES

A small fee is charged for adult continuing education classes. Such fees, when charged, are due and payable upon entry. Books and supplies are available through the College bookstore.

There may be a nominal fee charged for lab usage or materials. North Carolina residents who are age 65 or older may not be required to pay registration fees except in the case of self-supporting courses. **Note:** Tuition and registration fees, set by the North Carolina State Board of Community Colleges and the General Assembly, are subject to change.

REGISTRATION FEE REFUNDS

A student who officially withdraws from an extension class prior to the first class meeting is eligible for a 100% refund upon request to the Continuing Education and Community Services Division. After the respective class begins, a 75% refund may be granted upon request if the student officially withdraws from class prior to or on the 10% point of the scheduled hours of the class. In the case of contact hour classes, a student is eligible for a 100% refund if the student officially withdraws from class prior to the first class meeting. After the class has begun, a student may receive a 75% refund if he or she officially withdraws on or before 10 calendar days from the first day of class. Students are eligible for a 100% refund if the class is canceled by the College. No registration refunds are permitted for self-supporting classes except in the case of class cancellation by the College.

CERTIFICATES

Certificates may be awarded to students meeting requirements for any of the classes and programs for adults.

CLASS LOCATIONS & PROGRAM DELIVERY

A number of adult classes are held on the College campus. Classes are also conducted in the community and in businesses of the Montgomery Community College service area whenever a sufficient number of students have indicated an interest. Instruction for continuing education classes, workshops, and seminars place emphasis on the adult learner's needs. We understand that some persons may be coming back to improve themselves after being away from a classroom for a number of years. As well, others are continuous learners wanting instruction to be focused, enjoyable, and respectful of their busy personal and job schedules. To better meet the needs of adult learners, we offer a variety of instructional delivery options. Commonly, instruction is provided through the traditional classroom with an instructor. Other options include programs delivered through the Internet, video conference and combination of traditional classroom and self-directed computer assisted instruction.

CLASS FORMATION

Generally, Continuing Education classes are established on a demand basis. Different program areas have different requirements for number of students, cost, and places to meet. Course offerings reflect the needs and interests of the citizens. This means that Montgomery Community College counts on its public to request courses. If you desire a course which has not been announced, contact the Continuing Education Office of Montgomery Community College. Your cooperation in recruiting a group of your friends and neighbors for a course is appreciated.

ENROLLMENT

Students must pre-register for all classes by completing the Continuing Education registration form and submitting the appropriate fee (when applicable) by scheduled deadlines as advertised.

OCCUPATIONAL COURSE REPETITION POLICY

Students may repeat occupational courses once at the regular registration fee. Registration fees for additional repeats will be assessed for the full amount of the per student cost for the class.

CEU'S

A CEU is a unit designation recognized by the Southern Association of Colleges and Schools (SACS) and is awarded for selected Adult Continuing Education classes at Montgomery Community College. The CEU signifies the class is organized for a quality instructional program. CEU's are earned at a rate of 1 CEU for each ten (10) hours of class.

AREAS OF STUDY IN CONTINUING EDUCATION AND COMMUNITY SERVICES

Areas of study in Continuing Education and Community Services include the following:

- Occupational Training Programs
- Community Services/Self-Supporting Programs
- Business and Industry Services
- Adult Basic Skills Programs
- Human Resources Development

Occupational Training Programs

Occupational training is accomplished via cooperation with industry, professional groups, and other interested groups as well as through research of local and regional career opportunities in providing varied programs for the expressed purpose of updating and upgrading skills whereby the working person might enjoy a more satisfying and financially rewarding occupation. These classes may be held at any appropriate meeting place whether it be in industrial firms, public school buildings, libraries, or at the College.

Allied Health and Emergency Services

When medical or emergency services are necessary having the best trained individuals caring for you is very important. The division offers several programs in allied health and emergency services. All programs are designed to meet local, state and other guidelines relative to requirements for certification purposes. Program areas are:

- CPR/First Aid
- Basic Emergency Medical Technician

- Fire and Rescue Service
- Nursing Assistant I & II
- Phlebotomy Technician

Certification and License Renewal

Certification and license renewal courses are offered periodically in a variety of areas. The issuing agency determines how often renewal is needed and the number of hours required. Courses for renewal are:

- Real Estate
- CPR/First Aid
- Nursing Assistant Refresher
- Educators
- Firearms Training

Computer Applications

Training in beginning, intermediate, and advanced computer software applications is offered to persons desiring to retrain or upgrade job skills using the latest hardware and software. Software version upgrade training can be provided for employees at their work-site. Microsoft Office User Specialist (MOUS) Certification testing is available for those persons wanting a nationally recognized certificate of their computer skills. If you would like to know how your present computer skills compare to MOUS skills, MCC offers an evaluation service. Call to set up your testing date or evaluation appointment.

Industrial Maintenance

A number of short courses are available for entry and upgrade of industrial maintenance skills. The courses areas include hydraulics, pneumatics, PLC programming, electronic control curcuits, welding, electrical safety, mechanical power transmissions, DC controls, bearings, electrical code, AC/DC electronics, gears and gear trains, control wiring, load wiring, lockout/tagout, and confined space entry.

Law Enforcement Training

Staff development and ongoing in-service training is a necessity for law enforcement today. Legal updates, firearms recertification, S.W.A.T., and search and seizure are just some of the
types of training made available to law enforcement agencies through continuing education. All training is designed to meet the needs of state, county, city, and other law enforcement agencies.

Community Services/Self-Supporting Programs

Short, personal enrichment courses are the mainstay of Community Services/Self Supporting programs. Courses are offered in many locations throughout Montgomery County. Courses may be offered day, evening or weekend. Community Services courses may be offered with fee exemptions for North Carolina senior citizens age 65 or older. There are no fee exemptions allowed for self supporting courses.

NRA Short-Term Gunsmithing and Law Enforcement Armorer School

Short-term courses are designed for individuals interested in learning new techniques or perfecting old techniques in the addressed fields of study. Courses are offered on a self-supported basis allowing no fee exemptions. Fees do not include hand tools or supplies.

Business and Industry Services

Many training programs and services are available to area businesses and industries, governmental agencies, and public service organizations. The training programs are customized to meet individual company needs. With the assistance of specially appropriated state tax dollars, these training programs are within the budgets of all local firms. Call the College for more information on the Continuing Education Division's business and industry programs. Our staff in Business and Industry Services at Montgomery Community College can assist your efforts to develop and train your employees by working side by side with you and your staff. Our overall scope of services includes:

- assessment of employee skills to determine need for training;
- job analysis and work procedure writing;
- employee development planning;
- training plan development;
- training program and course design;
- training delivery to employees (to include office, plant production, maintenance, process management, and management at all levels);
- trainer training;
- training documentation;
- training evaluation to include employee competency and program cost.

The Small Business Center

The Small Business Center assists small business owners/operators and prospective owners. Services include seminars, workshops, continuing education courses, one-to-one consultation, and referral. The Center provides information and resources including audio and video tapes, "how to" texts, local demographic data, and access to computer software packages. Courses offered regularly through the Center include marketing, management, recordkeeping, and start-up and management skills for a small business.

Focused Industry Training

Funded by special legislative appropriation, Focused Industry Training enables the College to assist existing industries with employee training, including industries with a small number of trainees. The program provides needs assessment for the training of skilled and semi-skilled workers, consultation and planning assistance to industries relating to training needs, and customized training for individual industries or occupational groups.

New and Expanding Industry Training

This program stimulates the creation of challenging and rewarding jobs for the citizens of our area by developing training resources into a comprehensive education service for companies new to Montgomery County and for existing companies involved in major expansion efforts. Most often, training is conducted on-site at the industry where the trainee is to be employed. Alternative training sites can be arranged, if the company has that need.

Rural Entrepreneurship Through Action Learning (REAL)

In this semester-long entrepreneur training program, participants analyze the market, decide on the business they would like to operate (or would want to improve), develop a viable business plan for implementation, and seek funding from the **NC REAL's Revolving Loan Fund and/or other sources.** Education takes places through hands-on involvement in the learning process in the classroom and in the community through the support of the REAL facilitator, fellow participants, the Small Business Center, and the Community Support Team.

Adult Basic Skills Programs

For the adult who was unable to complete public school, a series of basic courses are offered county-wide. These courses are free of charge to adults. Courses start at grade one and end with the high school equivalency certificate/General Education Development (GED).

Adult Basic Education (ABE)
General Education Development (GED)

Montgomery Community College offers combined Adult Basic Education (ABE) and General Education Development (GED) classes. These classes are designed for adults with or without high school diplomas to improve reading, writing and math skills and to prepare them for the GED Exam. Before enrolling in a class, an individual must attend a Basic Skills Registration Session. Minors (16-17 years of age) may enroll in the program but need to obtain a Minor's

Release Form to be completed by a parent or legal guardian and the Board of Education before registering. Classes are offered both day and evening in communities throughout the county and on the College campus. There is no cost for the ABE/GED classes, but there is a one time testing fee payable before taking the actual GED test. Montgomery Community College will assist interested organizations and groups of individuals in establishing new ABE/GED classes.

High School Equivalency Certificate - GED

General Educational Development (GED) tests are designed to measure the important knowledge and skills usually learned during high school but that one may have obtained through experience, reading, and informal training.

Successfully passing the five sections of the GED test allows the student to receive a high school equivalency certificate issued by the North Carolina State Board of Community Colleges. The tests are designed to measure a person's knowledge and skill in the following:

- Correct and effective English in written expression
  (An essay on an assigned topic is required.)
- Effective reading, understanding, and interpretation of Social Studies
- Effective reading, understanding, and interpretation of Natural Science
- Effective reading, understanding, and interpretation of Literature
- Ability to solve problems in Mathematics

Each section requires from one to two hours. A student may select an area in which to work, successfully pass the test and move to the next area. There is no set procedure. A total score of at least 225 points with no single test score below 40 is passing.

The certificate is issued by the North Carolina State Board of Community Colleges. It is legally equal to a high school diploma and is recognized almost without exception by industry, agencies of the government, colleges, and other organizations and institutions.

Adult High School Diploma Program (AHS)

Montgomery Community College offers the Adult High School Diploma through an agreement of affiliation with the Montgomery County Public School System. Students are provided academic courses to complete graduation requirements. Before enrolling, prospective students must have been out of school for at least six months, attend an orientation session, and obtain an official transcript from the last high school attended. Minors (16-17 years of age) must first obtain a release form at MCC. A parent or legal guardian and the Board of Education must

complete this release form. Day and evening classes are offered both in classroom and laboratory settings on the MCC campus. This flexibility enables students to work at their own pace and at times most convenient for them. The North Carolina Competency Test provided by the North Carolina Department of Instruction is offered to Adult High School students on the MCC campus at scheduled dates throughout the year.

English As A Second Language (ESL)

English as a Second Language (ESL) provides non-English speaking students the opportunity to learn the English language. Classes are centered around the objectives of developing language competency and cultural orientation. Any non-English speaking adult or any adult who wants to improve his/her English is eligible to enroll. Classes are offered both day and evening in communities throughout the county and on the College campus. There is no cost for the ESL classes. Montgomery Community College will assist any businesses interested in offering ESL classes for their employees.

Ingles Como Segundo Lenguaje (ESL)

Inglés como segundo lenguaje (ESL) ofrece a los estudiantes la oportunidad de aprender el idioma inglés. Se concentran las clases en los propositos de desarollar la competencia del idioma y la cultura.Cualquier adulto que no hable ingles o quierra mejorar el inglés puede participar en los cursos. Se ofrecen clases durante el dia y la tarde en los pueblos del condado y en el colegio. No cuesta nada para las clases. Tambien, Montgomery Community College ayudara a cualquier impresa en comenzar una nueva clase de ingles para los empleados.

Compensatory Education (CED)

Montgomery Community College offers Compensatory Education (CED) classes. These classes are designed to help mentally and emotionally challenged adults to become independent and to acquire skills needed for participation in our society. The program is affiliated with the Sandhills Center For Mental Health and the Association of Retarded Citizens (ARC).

Human Resources Development (HRD)

The Human Resources Development (HRD) program is pre-vocational, pre-employment, and placement training. It is designed to assist the chronically unemployed in finding employment and the underemployed in finding better employment.

The program provides structured pre-vocational training, counseling, and assistance into permanent employment or further education/training. The pre-vocational component provides students with instruction in basic communication skills and a basic orientation to the world of work. Students are taught positive self-concept. Other topics within the pre-vocational component are planning and reaching goals and making the transition to the workforce.

The students are encouraged to visit the JobLink Montgomery Career Center, located in the Student Services Division. The HRD Program and the JobLink Montgomery Career Center are in cooperative effort to offer counseling sessions and job referral services.

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NOTICE OF COLLEGE REGULATIONS

All regulations found in this catalog, the student handbook, or announcements posted on bulletin boards will be followed by all students. Each student is responsible for reading these publications and official announcements.

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